



To all Parents from Nursery to Year 6

10 September 2010

Dear Parents

Please could you note that Extended Day has moved rooms for the 2010/2011 school year. Once tea has finished in the Dining Hall, at around 4.30 pm we will be based in Reception (RD) on Mondays, Wednesdays, Thursdays and Fridays. However, due to after school clubs, we will move to 2P every Tuesday. These rooms are still in the Pre-Prep Department.

Can I please remind all parents that the best way to access after school care is to complete an extended day slip and hand it to your child's Class Teacher each morning that you wish them to attend. Alternatively your child can tell their teacher verbally at morning registration; however, this often causes confusion and uncertainty, so it is better if it is in writing, please.

If your going home arrangements change during the day please could you inform Alex Rivers in the School Office (01235 858458) as early as possible, either to cancel your booking or to include your child on the Extended Day register. Up-to-date information helps us to ensure adequate staffing is in place for After-School Care and enables teachers to control where children are going at the end of form time at the end of the day.

Extended day will continue to run until 5.30 pm daily. All parents are expected to arrive before this time to collect their children; however, we do understand that very occasionally you may be unavoidably delayed. If this happens could you please contact the extended day mobile number, 07984356831 to inform staff directly.

I look forward to seeing you over the coming months.

Kind regards

Tracy Heath
Co-ordinator of Extended Day