



To All Parents

20 October 2010

Dear Parents

I am writing to let you know about some points relating to Extended Day.

1. Move to Nursery from 2 November

Extended Day is busier than ever, which is fantastic news. To accommodate higher numbers and to provide effectively for the needs of our younger children, we have decided to change location after half term. The Nursery will provide us with a permanent home with more space, which will benefit children of all ages. All children, from Nursery to Year 6, will therefore be based in Nursery for Extended Day.

Year 3-6 will continue to be supervised while completing their homework, which will take place in the quiet of the Dining Room after tea is finished. Once each individual has finished their homework they will rejoin the rest of the children in the Nursery to play or relax. Years 1 and 2 children will be encouraged to read to the staff and complete their spellings before their free play can begin.

Please could parents pick their children up via the Nursery's main entrance. A door bell system is already in place for extra security.

2. Daily Bookings for Extended Day

If your child needs to attend Extended Day, please complete an Extended Day Booking Form (available from cloakrooms) and pass to your child's Form Teacher by 9.15am. If you are not personally dropping your child at school (eg bus users), please ask your child to ensure s/he informs the Form Teacher during morning registration. We adhere to strict pupil-staff ratios at all times and therefore need to confirm to members of staff that they will be needed for Extended Day. (However, we do understand that occasionally parents need to book their child into Extended Day later during the day. We are happy to take these late bookings on an occasional basis: please call the School Office to arrange this.) Please note that once your child has been booked in, you will be charged for the session, regardless of whether or not your child actually attends as we are committed to employing the staff for that session.

3. Termly Bookings for Extended Day

If you would like to book your child into Extended Day as a regular arrangement (ie if you know in advance you would need your child to attend a session on the same day(s) each week throughout the term), please complete

the Termly Booking Form (available from cloakrooms) and return this to your child's Form Teacher. For these sessions you would not then need to send in a written request each morning.

4. End Times

Extended Day runs from the end of the normal school day until 5:30pm. It is very important that you collect your children before or at this time so that our staff can return home at a reasonable time. We will, of course, care for children after this time in an emergency.

5. Cost

May I remind you of our rates, which are as follows:

Up to 4:45pm	£3.50
Up to 5:30pm	£7.00

A session after a club (that ends at 4:45pm or 5:15pm) till 5:30pm remains free

Please do not hesitate to contact me if you require any further information or have any concerns regarding Extended Day.

Yours sincerely



Tracy Heath
Out of School Care Manager
theath@manorprep.org