



The Manor
PREPARATORY SCHOOL

To Parents of children in Nursery and Reception

18 February 2011

Dear Parents,

Due to the success of 'Mini Manor Fun' at Christmas, we have decided to make this a regular event running alongside Manor Fun. This is available for children who are in our Nursery and Reception classes. The sessions will run from 8.30am - 4.15pm and will be mainly based in the Nursery classroom. There will be a separate programme of activities for the children and they will be supervised by two members of staff working within in the EYFS. You are welcome to send your children to the Extended Day session, running from 4.15-6.00pm, where the children will join the main group of children in the science block.

However, places are limited to 12 children per day, so if you are interested, please return your forms and payment to Sian Douglas (in RD) as soon as possible. Places will be offered on a 'first come, first served' basis. Please do not send them to the school office, where they may get put with the whole school Manor Fun.

The cost is £35 per day (this price includes all ingredients for cooking and materials for craft activities). Extended Day, if required, is charged at £6 (4.15-5.30pm). An additional £2.50 is charged for 5.30 to 6pm, with a £10 extra charge for collection after 6pm.

The children will need a packed lunch, plus suitable indoor and outdoor clothing. Children will be taking part in sporting activities so we ask that they wear trainers at all times.

The school cannot accept liability for loss or damage to personal property belonging to children who attend Manor Fun days. In terms of insurance, cover will continue to apply for all children in the same way as during normal school term with the exception of the School Fees Protection Scheme.

If the children have any disability or health problem that may affect them during their attendance at these Manor Fun days, please remember that it is the responsibility of the parents to ensure that this is brought to the attention of the staff involved.

If you are interested, please could you **return the attached form to Mrs Rivers in the School Office, by Friday 11 March 2011.**

Yours sincerely,

Miss Tracy Heath
Out of School Care Manager

MANOR FUN APPLICATION FORM

Child's name:..... Form:..... DOB:

Please tick which days you would like:

Day	Manor Fun (8.30am-4.15pm)	Extended Day (4.15-5.30pm or 6pm)
Monday 4 April 2011		
Tuesday 5 April 2011		
Wednesday 6 April 2011		
Thursday 7 April 2011		
Friday 8 April 2011		
Monday 11 April 2011		
Tuesday 12 April 2011		
Wednesday 13 April 2011		
Thursday 14 April 2011		

The cost of each main session is £35 per day; the cost of each Extended Day is £6 per session.

Total amount..... Please send your cheque when returning the form made payable to 'The Manor Preparatory School'.

Please note: Unless you hear to the contrary your child definitely has a place on the days requested.

Please print name of Parent/Guardian: _____ -

Emergency contact number: _____

Please advise on the day if there is any change to that number

Signed :
(Parent/Guardian)

Please return to the School Office by Friday 11 March 2011