



**Ashmole Primary School**

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Executive Headteacher: Christopher Toyne

Head of School: Adam Hickman

Friday 8<sup>th</sup> July 2016

Dear parents and carers

### **Ashmole EDC Breakfast Club & After School Club**

During the spring term, the School surveyed the parent community to gather your views about the Extended Day Centre (EDC) provision. A Parents' Forum meeting was held in April 2016 to present the outcomes of the survey and to discuss some of the potential solutions to maintaining this service at Ashmole.

There will be some changes to the EDC service from September 2016.

<b>Service</b>	<b>Timings</b>	<b>Number of places</b>	<b>Advanced booking cost</b>	<b>Ad-hoc use cost</b>
Breakfast Club	7:45am – 9:00am	20	£3.50	£4.00
After School Club	3:30pm – 6:00pm	30	£10.00	£12.00

#### **Booking and Payment**

- All places must be booked and paid for in advance for each half term period. Ad-hoc bookings – either for 'on the day' use or for sessions not booked before the start of the half term - can only be accepted if places are available and must be paid for in advance or on the day of use for bookings made on the same day.
- A booking form is attached to this letter with information about how to pay for the service.
- Childcare vouchers are accepted as payment for EDC services.
- Pupils eligible for the pupil premium grant (PPG) will receive a 50% cost reduction.

#### **Extracurricular Clubs**

- If your child has a place at one of the after school extracurricular clubs (e.g. martial arts, pottery, multi-skills) and also attends the EDC after school club, the cost of the extra-curricular club will be included in EDC fee.

#### **Autumn 2016**

- Autumn Term 1 (05/09/16 to 21/10/16) bookings and payments must be made by 30<sup>th</sup> August 2016.
- Booking forms must be submitted and can be returned by hand, by post or by email to [edcbookings@ashmoleprimaryschool.org.uk](mailto:edcbookings@ashmoleprimaryschool.org.uk).
- Payment must be made in full on ParentPay or by Childcare Voucher credit.
- Autumn Term 2 (31/10/16 to 16/12/16) bookings and payments must be made by 30<sup>th</sup> October 2016. Bookings will be open from 06/09/16 to 21/10/16.

It is expected that the new arrangements for the EDC will meet the needs of families and ensure that the EDC service is financially viable.

Yours sincerely

Adam Hickman  
Head of School

# Booking Form – Autumn 1 2016

Child's name ..... Class (Sep 16) .....

Please tick the boxes for Breakfast Club (7.45-9.00) and Extended Day Centre (3.30-6.00) for each daily session you wish to book:-

	Mon 05/09	Tue 06/09	Wed 07/09	Thu 08/09	Fri 09/09
Breakfast Club					
EDC					
	Mon 12/09	Tue 13/09	Wed 14/09	Thu 15/09	Fri 16/09
Breakfast Club					
EDC					
	Mon 19/09	Tue 20/09	Wed 21/09	Thu 22/09	Fri 23/09
Breakfast Club					
EDC					
	Mon 26/09	Tue 27/09	Wed 28/09	Thu 29/09	Fri 30/09
Breakfast Club					
EDC					
	Mon 03/10	Tue 04/10	Wed 05/10	Thu 06/10	Fri 07/10
Breakfast Club					
EDC					
	Mon 10/10	Tue 11/10	Wed 12/10	Thu 13/10	Fri 14/10
Breakfast Club					
EDC					
	Mon 17/10	Tue 18/10	Wed 19/10	Thu 20/10	Fri 21/10
Breakfast Club					
EDC					

Total number of Breakfast sessions booked this half term:  x £3.50 per session = £

Total number of EDC sessions booked this half term:  x £10.00 per session = £

I agree to pay the above amount(s) in full on ParentPay by **30 August 2016** to guarantee my child's place

or  
 The above amount(s) will be paid in full by childcare vouchers direct to the school's bank account by **30 August 2016** to guarantee my child's place

Signed ..... Date .....

Full name .....

Please return this booking form to the school office by 30 August 2016 by hand, post or scanned email to [edcbookings@ashmoleprimaryschool.org.uk](mailto:edcbookings@ashmoleprimaryschool.org.uk)

# Registration Information 2016/2017

### Child's details

Name ..... DOB ..... Class .....  
Home address .....

### Main Carer's details

Name ..... Relationship to child .....  
Home address .....  
Contact tel 1 ..... Contact tel 2 .....

### Medical & Cultural Information

Please specify if your child has any religious/cultural requirements that need to be catered for  
.....

Please specify if your child has any allergies or dietary requirements  
.....  
.....

Home language .....

Medical conditions (and prescribed medication) .....

GP/Surgery Name ..... GP Tel .....

Any other requirements/wishes .....

### Parental/Carer Consent

- ✓ I give consent for my child to attend the Breakfast Club and/or Extended Day Centre
- ✓ The above information is accurate and I will notify you of any changes immediately
- ✓ I give permission for emergency first aid to be carried out until I am present
- ✓ I give permission for my child to watch PG (Parental Guidance) DVDs
- ✓ I agree to the Late Collection Policy ie **1 late collection (after 6.00pm) actions a letter; 2 late collections actions a £10 fine and 3 late collections actions the withdrawal of the place**
- ✓ I agree to pay for all sessions signed up for, whether or not my child attends, and to make all payments in advance

Signed ..... Date .....

Print name .....

# Emergency Contacts Information 2016/2017

Child's Name ..... Class .....

Home Address .....

..... Home Tel .....

	Full Name	Contact Number 1 (from 3.30-5.30pm)	Contact Number 2 (from 3.30-5.30pm)
Mother / carer			
Father / carer			
Other authorised person			
Other authorised person			
Other authorised person			

Please indicate below who will normally be collecting your child from the Extended Day Centre or (for children in Year 3, 4, 5 and 6 only) if your child will be walking home alone

.....  
.....

Signed .....  
Parent/Carer

Date .....