



Rigby Lane, Bromsgrove, Worcestershire B60 2EP

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## “Valuing every achievement”

12<sup>th</sup> September 2023

### Autumn Term 2023 – Primary After-School Club

Dear Parent / Carer

We will be offering an after-school club for children in Primary starting on the 18<sup>th</sup> September and every Monday following this. This club will finish promptly at 4:45pm and your child will need to be collected from the gate at this time. Pupils will need to attend regularly as spaces are limited. Children will be with familiar staff.

The club is limited to 20 children, so spaces will be allocated as ‘first come first served basis’. If spaces are in high demand we will have to allocate spaces to the greatest need. If you wish your child to attend the club, please fill in the attached form and return to school as soon as possible.

**Please note - we will contact you if your child has been given a place.** If you have sent a request in but have not heard from us, please contact us before the clubs begin to clarify whether or not your child has a place. Please do not assume your child has a place and send them unless you have had written confirmation from us.

Parents and Carers are required to collect their children promptly from the gate. If pupils are consistently late we will have to charge parents as staff will need to be paid for staying over their allocated time. Pupils are not allowed to leave unless they are handed over to an adult that is known to us. This applies to all pupils regardless of age.

At club we will be doing a range of activities that the children enjoy. We look forward to receiving your responses.

Yours sincerely

Rebecca Walsh and Shelley Wheeler  
Complex/Primary Assistant Headteachers



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Name of Child.....Class.....

Name(s) of adult(s) collecting pupil.....

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

