



ELMHURST JUNIOR SCHOOL

Elmhurst Lane, Street,

Somerset, BA16 0HH

Headteachers :

Mrs Tracy Edwards and Mr Michael Lawrence

Elmhurst and Hindhayes Wrap Around Care (out of hours) Club

Dear Parent/Guardian

This is a polite note to remind you of the booking procedure for before and after school care. To ensure we have the correct number of adults to supervise the children we organise the next week's staffing based on bookings at the end of the previous week.

If children subsequently don't attend the club it means that we may not have enough children to cover staffing costs, and also we may have turned away children if we are up to our number limit.

This is why we request payment at the time of booking, and ask this is done the Friday before the week you wish to book. This is also why we state on the form that the fees are not refundable.

We do accept that there are emergencies that crop up at times and you require cover at short notice, and we can make allowances for this, but if you are booking for the next day the fee should still be paid at the time of booking.

I have instructed the staff not to take bookings without payment unless it is a genuine emergency.

I hope you understand why we are taking this decision and we are always looking to improve our services and appreciate your support when looking after your children.

Yours sincerely,

M Lawrence.

Headteacher.

Tel: 01458 442979

Fax: 01458 448496

email: office@elmhurst.somerset.sch.uk

web address: www.elmhurst.somerset.sch.uk