



BUCKINGHAM PREPARATORY SCHOOL

Dear Parents,

Re: After School Care – Reception – Year 6

If you wish your son(s) to use the After School Care facility, it will be necessary to book a place for your son(s) **a week in advance**. There will be a maximum of 14 places available each day and these will be on a first-come-first-served basis.

There will be 2 sessions each day: 4.00 – 5.00 pm and 5.00 – 6.00 pm. The charge for each session is £5.30.

Please note that if children attend for only part of a session then you will still be charged for the whole session. If a boy fails to turn up for a previously booked session then you will still be charged. However, if a boy is absent from school due to illness or you have informed us in advance then no charge will be made.

If you wish your son(s) to attend the after school club, please download a booking form from the school website or request a booking form from the school office. The booking form will need to be received by the office no later than the Monday morning of the week you wish your son(s) to stay. If you wish to have a permanent slot for the term then please indicate this on the booking form.

In the event of an emergency and you require your son(s) to stay on that day, please contact the school and we will do our best to accommodate you, depending on availability.

Children will be provided with 2 biscuits and a drink of water. If you would like to provide an extra small snack then you may send either a small sandwich or fruit. No other snacks will be allowed in the after school club. Please be aware that we are a 'nut free' school and so ensure any extra snacks do not contain nuts or nut extracts.

The after school club will continue to be managed by Mrs Ghadimi. Please note that children are expected to do their homework independently and that 1:1 support is not available in the after school club. However, Mrs Ghadimi will give support if she is able and encourage the boys to read when they have finished their homework.

Yours faithfully

Sarah Hollis
Headteacher