

BONNEVILLE



PRIMARY SCHOOL

Success for today, prepared for tomorrow

Thursday 25th November 2021

Dear Parents/Carers,

We acknowledge that our extended service provision is very useful to many of our families, and we appreciate your continued interest.

In order to better cater to the needs of our community, we will be making some changes.

Currently, families are only able to book 5 days in advance of the required session. With cancellations acceptable 5 days prior to the booked session.

Moving forward, **beginning Sunday 28th November**, you will be able to book 3 days in advance of the session you require and cancellation of any session need to be done 3 days prior to the day of the session booked. For example,

Currently:

- For a Friday session, at either the Reading Café or Carry on Café, the booking must be made by Sunday (by midnight). After this day, no more bookings can be made for Friday sessions.

Moving Forward beginning Sunday 28th November:

- For a Friday session, at either the Reading Café or Carry on Café, the booking would need to be made **by Tuesday (by midnight)**. After this time, no more bookings can be made for Friday sessions.

We hope this adjustment will provide more flexible support for our families.

Unfortunately, we have had children left in the extended services provision without prior booking. This compromises both the provision of the service and safety to our children due to ratios. In the event that a child is left without prior booking, families will be contacted to collect their child immediately, with **a charge for the session and an additional £2.50 penalty**.

Thank you for your continued support and understanding.

Yours Sincerely,

Ms. A. Parker
Executive Headteacher