

BONNEVILLE PRIMARY SCHOOL

Success for today, prepared for tomorrow

Thursday 29th February 2023

Dear Parents/Carers,

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

Please be reminded that booking Reading Café and Carry on Café sessions will need to be booked 2 days in advance via Scopay. If any of the booked sessions need to be cancelled please ensure that this is also done 2 days prior to the booked session. No refunds after the 2 day time frame.

For example:

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

If any emergency or last minute booking need to be made and you have missed the booking time frame, please email the admin team and request the provision you need, the day you need it booked in for, your child's name and their class.

Please note that there may not always be spaces left on the extended provision and that's why it is vital that you make bookings within the time frame. If we do have spaces, we will be able to book your child in on the requested session. However, there will be a charge for these un-booked late sessions.

Late booking charges are:

Reading Café: £10.00

Carry on Café: £15.00

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 a late session, £15 and an additional £10 penalty.**

Also, children must be collected from Carry on Café by **6:00pm. A late collection penalty of £10 per 10 minutes will be applied from 6:01pm – no exceptions!** You must call the Carry on Cafe number to collect your child.

Thank you for your continued support and understanding.

Yours Sincerely,

Ms. A. Parker
Executive Headteacher

BJS FEDERATION OF SCHOOLS

Bonneville, Jessop & Stockwell Primary Schools

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