



Barnfield Primary School

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Headteacher: Dianna Gunn
Children's Centre Manager: Makeda Hypolite

Deputy Head: Georgina Fitamant
Assistant Head: Fiona Williamson

Dear Parents / Carers,

Re: After School Club Collection

It has come to our attention that some parents are collecting their children at different times to those that have been arranged with the school office. The form that parents signed when their child joined the After School Club clearly stated the pick up times as 4.30pm or 6.00pm. These times are in place as the Club runs a timetable that cannot always guarantee that they will be in the club room during the whole session, as they use many different parts of the school for their activities. It is also important, for the safety of your children, to ensure that they are supervised at all times, which makes it difficult for a member of staff to leave the group to take an individual child to their parent.

The After School Club staff are not able to take bookings, cancellations or money at any time. This must be dealt with through the school office. If you decide to collect your children before 4.30pm you will still be charged up to the time you have booked. If you collect your child late you will be charged for the next session. Children picked up after 6.00pm will be charged for staff overtime.

Yours sincerely,

Dianna Gunn
Headteacher