



## Exeter Children's Federation

Headteacher: Ms Elise Redman

23<sup>rd</sup> March 2023

Dear Parent/Carer

### Changes to Breakfast and After School Club as from 17<sup>th</sup> April 2023

After a recent survey sent to parents and carers we are now pleased to be able to offer longer Breakfast Club and After School Club times and a lower charge for After School Club sessions where your child only attends until 4.30pm. Details of the new charges and booking procedures are below:

Breakfast Club Wynstream Pupils:	7:45am – 8:40am	£2.50
After School Club Wynstream pupils:	3:10pm – 4:30pm	£5.00
After School Club for siblings:	3:10pm – 4:30pm	£4.00
After School Club Wynstream pupils:	3:10pm – 5:45pm	£8.00
After School Club for siblings:	3:10pm – 5.45pm	£7.00
Late child collection fee:	After 5:45pm	£10.00

The procedure for booking a place is as follows:

- At least one week's notice should be given, on a **completed booking form**.
- Payment must be made in advance at time of booking.
- Sessions will be allocated on a first come first served basis.
- Children will not be permitted into Breakfast Club or After School Club if you have not **booked AND paid** for the session in advance.
- Please pay by cash, cheque (payable to Education South West) or online.
- Payment should be made in a clearly labeled and sealed envelope.
- Payment should not be combined with any other payment to school (eg. school trips, lunches etc).
- In an emergency, if you wish to make a last minute booking, we will endeavor to accommodate you, however we cannot guarantee a place if full.
- If you have to cancel a booking due to illness, we will carry the payment over to another session. Cancellations for other reasons require 48 hours notice for payment to be carried over.
- There is a £10.00 fee for late collection of your child (after 4.30pm or 5:45pm whichever session you have booked and paid for).

Please find attached a new booking form for your completion and return to the school office for sessions you would like to request after the Easter Holidays. If you intend to email this to us our new email address from 31<sup>st</sup> March 2023 will be [admin@wynstreamprimary.org.uk](mailto:admin@wynstreamprimary.org.uk)

We hope that you have a relaxing and peaceful Easter Break and look forward to seeing you all again on Monday 17<sup>th</sup> April.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Elise Redman', with a long horizontal flourish extending to the right.

Ms Elise Redman  
Headteacher