



ASC Leader Mrs J Dykes  
Chair of Trustees Mr Alun Tandy  
Tel 07749531136  
Or contact via our Facebook page

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Dear Parents/Guardians,

Welcome back to After School Club and thank you for your continued support.

Here are a few reminders to ensure the successful running of the After-School Club:

- To enable us to run as a non-profit charitable organization, we need to ensure **all** payments for the week are made by the Friday of the same week. Failure to pay on time means that we may have insufficient funds to pay staff! If parents incur debts, then we will be forced to refuse access to After School Club until debts are paid.
- Bookings need to be made within 48 hours of the start of the session to guarantee both sessions (1hour 55). Staff will close after school club at 4.20pm, unless they are notified of longer bookings.
- Please try to give 24hr notice before cancelling; if we have asked staff to work then we may have to ask for payment to cover costs, if we are not given sufficient notice of cancellation.
- The phone number for bookings is on the School website; please try to use this number and not the school office, so we can plan and prepare for the correct number of children.
- When booking, please clearly state the number of hours/sessions required so we can make appropriate staffing arrangements.

Apologies for all the request and reminders, but we feel this is necessary to ensure that we can guarantee the smooth running and service that we can offer to parents and guardians.

Thank you for your continued support

*Alun Tandy*

Chair of Trustees