

Headteacher: Mrs Helen Lammin (BSc Hons QTS)

8<sup>th</sup> October 2024

Dear Parents/Carers,

We are writing to notify you of a change to the process for booking Breakfast Club and Ivy Kidz sessions.

We have decided to reduce the booking window from two weeks in advance to one week in advance.

In recent weeks we have noticed an increase in requests for wraparound sessions outside of the two-week booking window. Following consultation with our wraparound leaders, it has been agreed that reducing the booking window to one week in advance will hopefully enable parents/carers to book their wraparound childcare more efficiently.

It will also bring wraparound bookings in line with school dinner bookings.

This change will come into effect for bookings for the week after half term, week commencing 4<sup>th</sup> November. Please see the table below for clarity in when bookings will close for the forthcoming weeks. Text and email reminders will be sent as normal on the Thursday before the closing date.

**As a result of this change, we will be unable to accept any bookings for wraparound care outside of the booking window as staff rotas need to be organised.**

<b><u>Wraparound Care Week Commencing</u></b>	<b><u>Bookings Close</u></b>
Monday 21 <sup>st</sup> October	Sunday 13 <sup>th</sup> October
Monday 28 <sup>th</sup> October (Half Term)	No bookings
Monday 4 <sup>th</sup> November	Wednesday 23 <sup>rd</sup> October (End of term)
Monday 11 <sup>th</sup> November	Sunday 3 <sup>rd</sup> November
Monday 18 <sup>th</sup> November	Sunday 10 <sup>th</sup> November
Monday 25 <sup>th</sup> November	Sunday 17 <sup>th</sup> November
Monday 2 <sup>nd</sup> December	Sunday 24 <sup>th</sup> November
Monday 9 <sup>th</sup> December	Sunday 1 <sup>st</sup> December
Monday 16 <sup>th</sup> December	Sunday 8 <sup>th</sup> December
Monday 6 <sup>th</sup> January, 2025	Thursday 19 <sup>th</sup> December (End of term)
Monday 13 <sup>th</sup> January, 2025	Sunday 5 <sup>th</sup> January, 2025

Yours sincerely



Mrs Helen Lammin  
Headteacher