



Monday 5th January

Dear Parents and Carers,

### **Important Information Regarding Out of School Club Bookings and Breakfast Club Pricing**

We would like to remind all parents and carers about the procedures for booking our Out of School Club to ensure the safety and smooth running of the provision:

#### **Advance Bookings:**

All bookings for the Out of School Club must be made at least **one week** in advance and **no later than the Friday of the previous week**. For example, bookings for the week beginning **Monday 19th January** must be made by **Friday 9th January**.

If bookings are not made within this timeframe, **a place cannot be guaranteed**, as the Out of School Club is operating at or near full capacity on most days. These advance arrangements allow us to plan appropriately and ensure we have the correct staffing levels to keep all pupils safe and well supervised.

#### **Payment Policy:**

Please note that we do not allow any debt to build up on accounts. All sessions must be paid for in advance of attendance. This policy helps us maintain the quality and sustainability of the club.

Additionally, from January, the price for our Breakfast Club will be increased slightly from **£3.50 to £4.00 per session**. This change reflects rising costs and will help us continue to provide a safe, welcoming and well-resourced environment for your children.

We appreciate your understanding and cooperation with these important arrangements. If you have any questions or need assistance with bookings or payments, please do not hesitate to contact the school office.

Thank you for your continued support.

Yours sincerely,

Joel Routledge

Headteacher

Beaconhill Community Primary School

Langdale Drive

Cramlington

Northumberland

NE23 8EH

Tel: 01670 714864

Fax: 01670 739302

Email: [admin@beaconhill.northumberland.sch.uk](mailto:admin@beaconhill.northumberland.sch.uk)

Headteacher: Mr Joel Routledge B.Ed NPQH

