



Head teacher: Mrs. C Logan, MA, PGCE, NPQH
Twydall Lane, Gillingham, Kent, ME8 6JS **Tel:** 01634 231761 **Absence:** 01634 236949
E-mail: office@twydallprimary.org.uk Governing Body E-mail: clerktogovernors@twydallprimary.org.uk

Dear Parents and Carers,

We will be resuming our wrap around care service from **Monday 28th September**.

Our **breakfast club** is open from **7.30am** Monday to Friday. Children should be taken to the canopy entrance where a member of staff will greet them. Please do not leave your child unattended while waiting for a member of staff to come to the door. Children will be taken to their classes after breakfast club, ready to start their school day.

Children will be sat in year group bubbles on tables in the canteen, and social distancing will be adhered to.

Breakfasts including bagels and cereal will be provided.

The cost of Breakfast Club is £2.50 per day and should be paid **promptly** through Parentmail when you are invoiced at the end of the week.

Our **after school club** runs from the end of the school day, **until 6pm**. Children are taken directly to our after school club from their classes and kept in bubbles. Parents will need to collect their children from the Romany Road entrance doors (please see map).



Children must be collected promptly at the end of after school club. If a child is not collected by 6.00pm, additional charges will be incurred. If a child has not been collected by 6.30pm, we will contact Kent Police.

The cost of after school club is:

- 3.30pm-4.30pm £2.50
- 3.30pm-6.00pm £6.00

All outstanding fees from the previous terms, must be paid before parents are able to use this service.

To use the breakfast and after school club service, **you must book at least 24 hours in advance** so we know how many children to expect and can plan accordingly. You can book by emailing or calling the office.

Due to the amount of outstanding payments owing for wrap around care, your child's place will not be confirmed until a **£20 deposit** has been received. This is reduced to £10 for a second child and £5 for any child after. Any fees owing at the end of the school year will be deducted from this deposit. If no fees are deducted, the deposit will be returned.

If more than £10 is owed, you will not be able to use the wrap around care facility until the balance is cleared.

If you need to book your child in to wrap around care at the last minute due to running late/stuck in traffic etc. you **must** pay in cash when your child is collected.

We provide wrap around care at a much reduced cost to support our school community and enable our parents to work. However, we cannot provide this service for free and need to cover our costs. If fees continue to go unpaid we will have to consider closing wrap around care.

To help us prepare for the reopening on wrap around care on **Monday 28th September**, please contact the office to let us know which service, days and times you require by **Monday 14th September**. Once we have received this, we will add the deposit payment to your Parentmail account. Please pay this by **Friday 25th September** to confirm your child's place.

If your child attends **St. Thomas of Canterbury Catholic School** and you would like them to use our wrap around care service, please let us know via phone or email your child's name, date of birth, year group, and a parent or carers contact details. Please note, you will be added to our Parentmail system so you are able to pay a deposit and amounts owed.

Thank you for your co-operation.

Regards

Catherine Logan