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Grow Together Shine Forever

Friday 19th May 2023

Dear Parents/Carers

Breakfast Club/After School Wraparound Care September 2023 - July 2024

As a school, we understand that many parents need reassurance about the security of their bookings at Breakfast Club or Afterschool Wraparound. All parents who currently use our wraparound service will be guaranteed the same spaces for 23/24 e.g. if you have two children booked into Wraparound on a Thursday until 6pm, we can guarantee these spaces will be available for you in 23/24.

Some parents may wish to amend their booking due to a change in circumstances. Whilst we will do our best to accommodate these changes we will only be able to confirm any amendments once all bookings have been received (from those parents currently using Wraparound in the first instance).

We ask that all parents confirm the spaces required, whether you are making any changes or not, by using the booking form on the website. **The booking page will go live at 7pm on Tuesday 23rd May. Please select the day and time slots you require, and complete one form per child.** The booking will apply to the full academic year, just like 22/23. You will receive a text message shortly after 7pm on Tuesday 23rd May providing you with the link to book your wrap needs.

The website will send out an acknowledgement once your booking is submitted, but please be patient and wait for this to arrive in your inbox as the site will no doubt be busy once it goes live. If you don't see the acknowledgement come through, please email the office and **do not make duplicate bookings** as this is likely to cause the system to crash unnecessarily. Please note too, that whilst we are opening the booking site during the evening to reflect parents' needs, the school office email is not monitored at this time. The team will respond to any email asap when the office opens Wednesday 24th May. The office hours are from 8am-4.30pm. **Please ensure you have submitted your booking form by Friday 2nd June.**

The online booking system will not permit any further bookings once the maximum number of spaces per time slot has been reached. Please book as soon as possible to avoid disappointment, but if this happens, please do email the office as there may ultimately be cancellations. **We would urge parents not to panic when making their Wraparound bookings as it is high likely we will be able to accommodate people's needs.**

The booking process for children starting school in September 2023 will open after half-term. If you are an existing parent, with a younger child starting school in September, and have any specific concerns about your Wraparound booking please email the office. Whilst we can guarantee your existing bookings, we are unable to offer spaces for younger siblings until all current parent users have confirmed their bookings for the new school year, but again we hope to be able to accommodate younger siblings.

Please read our T&C's attached with this letter. If you have any queries, please do not hesitate in contact the school office at office@highashschool.co.uk.

Yours sincerely

Mrs Ruth Lewin
Headteacher