St Buryan Academy Primary School

St Buryan

10 July 2020

Dear Parents/carers

As we look ahead to the Autumn Term and the re-opening of Little Choughs it is now a requirement that sessions for your child are booked the term in advance. This is not only to adhere to all safety guidance regarding bubbles but to allow us to correctly staff the sessions depending on need. It may also be the case that if there are any sessions where no pupils are booked that the session will not be open at that time. This may also apply to sessions where there is a very low number requesting childcare.

Please complete the table below and return to the above address or by email to [secretary@stburyanacademy.org](mailto:secretary@stburyanacademy.org)

We will also be sending out an invoice at the start of the term for the sessions you have booked, if they are not funded, this will be for a half term in advance.

If you have any questions, please do not hesitate to contact the school office on 810480.

Thank you for your co-operation in this matter.

Tina Care

Business Lead

…………………………………………………………………………………………………………………………………………

Child’s name ……………………………………………….. D.O.B. ……………………………..

Please tick sessions required

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Total hours |
| 9am-12  or until 1 if lunch |  |  |  |  |  |  |
| 1-3pm |  |  |  |  |  |  |
| All day 9-3pm |  |  |  |  |  |  |

Charges (if not funded) £4.00 for 2-3 year olds

£3.75 for 3-4 year olds

Payable half-termly in advance on receipt of invoice. Sessions booked but not attended will still be charged for except for illness when a 50% charge will be made.

Signed ………………………………………………………… parent/carer