



Woodstone Community Primary School

Heather Lane, Ravenstone, Leicestershire, LE67 2AH
Tel: 01530 519473 email: wpsoffice1@woodstone.leics.sch.uk
Headteacher: Mr Patrick Mullins
Deputy Headteacher: Mrs S Fellows

Growing together, Learning forever

11th July 2017

Dear Parents/Carers,

Thank you for the interest you have shown in our newly formed Woody's Wrap Around Care Club. I now have pleasure in sending you a complete registration pack which consists of:

- Parent Handbook
- Registration Form
- Booking Forms
- Medical Information Form
- Medicine Consent Form

You will see that the booking forms accommodate the first half of the Autumn Term 2017 and I would be grateful if you could complete the forms with the **number of places** you require for each day and time slot for the **whole of the half term**. This will enable us to ensure we have the correct level of staffing in place. At the moment, you will not be able to complete the second part of the After School Booking Form for children attending teacher led, in-house clubs starting at 3:15pm; you will be able to complete this section when we return to school in September and the clubs are set up.

Although you will be able to pre-book and reserve your places online through SchoolMoney, we do still need you to complete the booking forms and return them to school as soon as possible if you intend to use the club from the outset on 29th August. We require parents to sign children into the club with the time they arrive and sign out of the club with the time they leave. This will enable us to accurately invoice you at the end of the month for the provision you have used and you will be able to make your payment through SchoolMoney.

Should you require any further information, please do not hesitate to come and see me at school.

Yours sincerely,

Mr P Mullins
Headteacher

