

Learning for Life



Sutton in Craven C.E (V.C) Primary School

Headteacher: Mrs K Herbert

Main Street, Sutton in Craven, Keighley, BD20 7JS

Tel/Fax: 01535 632181 Email. admin@sutton-in-cravencofe.n-yorks.sch.uk

21st November 2018

Dear Parents of children who attend Bobbins,

We are writing to you regarding the procedures for Bobbins breakfast club and afterschool club as well as booking procedures, a copy of which are attached. These procedures are provided to parents when children first attend Bobbins but we thought it best to remind parents periodically.

Signing in

It has come to our attention that some children are not being accompanied in to Bobbins in the morning again. Please can we remind all parents that it is part of Bobbins breakfast club procedures that all children are brought to the school entrance and are then signed in by a parent or guardian. These registers are our records of who is in Bobbins should there be a fire and so it is important that these are accurate.

Cancellation of Bobbins sessions

Can we please remind parents that a minimum of 24 hours notice is required to cancel any individual sessions. If less than 24 hours notice is given then parents will be charged for these sessions unless there are exceptional circumstances. Rest assured that if your child is ill you will not be charged for these sessions.

Late Payment

Payment for Bobbins should be received prior to sessions being taken. As per the terms of the contract booking procedure any payments which are received late will be subject to a £10 late payment fee. These fees will be added to the next months invoice for payment.

If you have any questions regarding Bobbins procedures, please do not hesitate to contact either Mrs Hutchinson or Mrs Hayton/Mrs Chacksfield. We will be reviewing the procedures and costings through the Resources committee of the governing body in the coming months, if there is any feedback you would like to provide regarding either procedures or costs please contact Mrs Herbert.

Yours sincerely

Mrs Katy Herbert
Headteacher

Mrs Lucy Hutchinson
Bobbins Playleader

