



Westlands Primary School

A member of Swale Academies Trust



Head of School: Mrs V Pettett
Deputy Headteacher: Mrs M Gibbs

Homewood Avenue
Sittingbourne
Kent ME10 1XN

e-mail: wpsoffice@swale.at

Tel: 01795 470862

KAM/ELB/HOF/ASC/BClub Booking

July 2022

Dear Parent/Carer

I am writing to you to inform you of a few changes that will be taking place in Little Gems After School Club (ASC) from September 2022.

Registration for next year

We will be asking you to re-register for ASC and/or Breakfast Club via a new Google Form every two terms; we will let you know when the new booking form is published. The booking form will be open for registration for one week to register your child(ren) for the next set of 2 terms. If you have any questions or cannot access the form, please speak to the ASC staff and they will be able to input your request. Numbers are restricted, but if you do not hear from us after submitting the form then you can assume that you have been allocated the sessions of your choice.

Payment

For your child(ren) to attend the ASC from September we will be changing our payment terms. Payments must still be made via Parent Pay, but they **must now be made at least two weeks in advance** to guarantee your child's place. This will allow us to staff the club with the right number of adults for safeguarding reasons. If you need wish to speak to us about this change, please speak to Miss Fitton at ASC or leave a message for her at the school office.

A reminder the ASC charges are as follows:

Early Session – 3:30pm-4:45pm is £6.60
Late Session – 3:30pm-6:00pm is £10.00

If you have paid for the early session but run over into the late session by more than five minutes, then you will be charged the late session fee. If you are aware on the day that you are running late for collection from your booked session, please ring the ASC on 01795 470862 (option 2) after 3:30pm to let us know. The fee for emergency ASC or late collection after 6pm is £13.00.

Staffing

Miss Fitton will be going on maternity leave in October 2022, and so from September Ms Battrum will be working closely with her so that she can assume the role of ASC Supervisor in Miss Fitton's absence. Ms Battrum is a very experienced member of staff who has been with us for a number of years, and will assist you in any way she can.

Yours Sincerely

Mrs K Mirams
Executive Headteacher