



Determination

Ambition

Equality

Tuesday 1st April 2025

Dear Parents and Carers,

We hope you are well. I am writing to inform you of some important changes to our Before School Club and After School Club provisions, which will be introduced after the Easter break.

Before School Club

From Tuesday 22nd April 2025, the Before School Club will be opening at **7:30am**, offering an earlier start to help working parents and carers.

After School Club

From 22nd April 2025, the After School Club will be extended and will remain open until **6:00pm** to provide more flexibility for families after school hours. This change will be in place as a trial period for the next **12 months**, where it will then be reassessed.

Pricing and Meals

We are pleased to inform you that the charges for the Before and After School Clubs will remain the same until **September**. From then, the prices will increase to:

- **£5.00 per child** for Breakfast Club from 7.30am until the start of the school day.
- **£12.00 per child** for After School Club from the end of the school day until 6pm.

Please note, any children collected after 6pm will be charged a late collection fee of £10.00 per child for the first 10 minutes, followed by £10.00 per child for each 10-minute period thereafter.

As part of the service, we will be providing a **breakfast** and an **evening meal**, which will be included in the cost.

- **Breakfast** will be served in the Before School Club room between **7:45am – 8.15am** each day. Should you want your child to have breakfast, please make sure you arrive no later than 8.15am.
- **The evening meal** will be served in the hall at **4:30pm** each day.

Please contact me should your child have any special dietary requirements.

Payment & Booking Policy

Going forward, **all sessions must be booked and paid for at least 1 week in advance**. This includes payments made through **Tax-Free Childcare/Voucher payments**. Failure to do so will result in the refusal of places.

For further information regarding Tax Free Childcare, which is a payment scheme that is there to help parents using childcare facilities, please visit www.gov.uk/tax-free-childcare to check your eligibility.

To help us better manage our services, we are unable to accept bookings on the day, unless it is a genuine emergency. **All bookings must be made the week prior.**

For After-School Club, we will continue to offer the early session at £6.00 up to 4.15pm and the late session at £12.00 up to 6pm until we break up for the summer holiday. Should you require an evening meal for your child, please make sure you request the late session. When we return in September, the above charges and times will apply.

In addition, we kindly ask that **cancellations be made with a minimum of 48 hours' notice** to avoid incurring charges. Should your child be off school due to illness, please contact me on 07806 425181 or asc@northenden.manchester.sch.uk on the morning of each session that will be missed. Failure to do so will result in the charge being payable.

We hope these changes will provide better support for families and offer more consistency in our services. If you have any questions or would like more information, please do not hesitate to contact me.

Thank you for your continued support.

Yours sincerely,



Tracey Beardsall

Wrap-Around Care Manager

Tel: 07806 425181