Dear Parent / Carer,

You may have noticed some changes recently to our Wrap Around Care Services as we strive to continually improve all aspects of school life.

Staffing

We would like to welcome Mrs Getty to the team as our new Wrap Around Care manager. All correspondence regarding Wrap Around Care, including booking forms, should now be sent to Mrs Getty. (see updated email below)

Breakfast Club staff
Mrs D McIlwrath, Mrs C McDowell, Mrs S Hunsdale, Mrs P Bettes, Mr N McIlwrath, Miss J Tannock

After School Care Staff
Mrs S Getty (Manager), Mrs J Blair, Mrs J Cousins, Miss S Leith Francis, Miss R McCullough, Miss J Tannock

Booking Forms

Please find attached the below booking forms for Wraparound care for the upcoming month.

Breakfast Club	Applicable for Preschool and Prep pupils
After School Care	Applicable for Prep pupils only

Booking forms are required for both services for all pupils.
Your child's place cannot be confirmed without a signed booking form being received.

Booking forms can be returned in two ways:

1. Paper Copy sent into school
2. Email and attach booking form documents to

   sgetty588@c2ken.net ***(Please note the change in email address)***

An email to confirm receipt of booking forms will be sent to parents within 3 working days of receiving. If no email confirmation is received, please contact the Wrap Around Care Manager via email.

After School Care Snacks

Any child attending Wrap Around Care should bring their own snack for snack time.

We have a strict NO NUTS policy as we have a number of pupils with severe allergies. Please check and ensure no snacks provided for your children contain nuts or pupils will be unable to consume these.

After School Care Collection

When you arrive to collect your child – those staying for Wrap Around from 2.30-3.00pm shall be brought out the main Prep doors for 3:00pm.
For any collections after 3.00pm, please wait at the main prep doors and phone the Wrap Around Mobile No. 07712058726 . Your child shall be brought out to you.
Please also pass this information on to anyone collecting your child from Wrap Around.

Kind regards,

Miss L Halliday (Head of Prep and Preschool)
Mrs S Getty (WAC Manager)