

Chipstead Valley Road, Coulsdon, Surrey, CR5 3BW

Telephone School Office: 01737 553255
Email: office@chipstead.croydon.sch.uk
Website: <http://www.chipsteadvalley.com>



Headteacher: Martin Roughley
Acting Deputy Head: Clare Rackham
Email: heads.pa@chipstead.croydon.sch.uk

Thursday 11th October, 2018

After School Club Bookings

Dear Parents /Carers

I am writing to let you know that we are experiencing an increase in demand for places in after school clubs and in order to ensure that the clubs are safe environments I need to tell you about the following issues.

It has always been the case that bookings should be made before midnight on the previous evening, but we have been able to be flexible with this. Unfortunately, we are no longer able to be so flexible and so from Monday 15th October we will not be accepting bookings after midnight on the previous day. It is vital that we know well in advance the numbers to expect so that we can ensure that the correct catering and staffing measures are in place.

In addition, there is a limit to the space that we can accommodate the children in, so on some days when bookings reach that limit then no more bookings can be accepted. We would encourage you to book early to avoid disappointment.

Any children who are not booked into after school club must be picked up at 3.15pm. We will no longer be able to accommodate these children in the clubs. Yesterday we had 13 children who were not booked in to after school club but were not collected at 3.15pm. This put a huge strain on the after school provision and the staff involved. Please ensure that your children are collected on time.

Thank you for your attention to this important matter.

Yours Sincerely

Martin Roughley



Partnership – Achievement – Community - Excellence

PACE Academy Trust, an Exempt Charity, Registered in England, Company Limited by Guarantee No. 08891864 Registered Office: Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey. CR5 3BW. Chipstead Valley Primary School is a Business Name of PACE Academy Trust.



Vision 2020 – 1. Standards & Achievement 2. Care 3. Provision 4. Partnership & Community:
To find out more visit <http://www.chipsteadvalley.com/about/our-vision/>

