

15th June 2018

Dear Parents and Carers

After School Club

At Broadstone Middle School, we are passionate about providing a service that supports both children and parents. The recent changes to the first 30 minutes of After School Club seem to have been received well by the overwhelming majority, with children enjoying completing their homework before they get home. As children are becoming more familiar with their Knowledge Organisers, they are beginning to enjoy working in their own way and are challenging themselves in terms of the way they learn and retain information.

Alongside the changes to the timings of After School Club, we are looking to strengthen our procedure for booking into the club. For many of our parents, the club forms an important part of their child care arrangements whether as part of long term work commitments or other meetings/events. In this case, we are asking parents to call the School Office on **01202 696121** to book their child into the club. There is **no charge** for the club, but it allows us to give staff further details about the children who will be in their care. This gives staff the opportunity to make any adaptations if necessary for any children who may be particularly anxious, sensitive or have any medical needs. As well as this, we will ask at what time the child is leaving and whether they are being collected or are walking.

We do, however, want to keep the 'Drop in' aspect of the club open to support those children who decide on the day that they would like to use the time and quiet space to complete their retrieval practice. There is radio contact between the club and the office, so if there are any queries, questions or messages from parents we are able to pass these on in a timely fashion. Children are expected to go straight to After School Club and should arrive no later than 3.15pm so a register can be taken and handed to the office.

Please don't hesitate to contact us if you have any questions.

Yours Sincerely,



Mrs L Serrano
Assistant Headteacher

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