



Stamford Green Primary School



30 April 2020

Dear Parents and Carers,

Extended Services Places for September 2020

We are making preparations for the next academic year but it must be emphasised that we do not know when schools will fully reopen. In September, there will be some places available at Extended Services to meet the needs of the families at our school. In order for us to plan and recruit new staff we need to know, as soon as possible, how many places are required.

Children new to Extended Services

Extended Services is open from 7.30am to the start of school at 8.40am (Sunrise) and from the end of school until 6.00pm (Sunset). Sunrise sessions currently cost £5.00 and Sunset sessions currently cost £15.50. This includes breakfast, which is served from 7.45am to 8.00am and a cooked dinner, which is served between 4.45pm and 5.15pm.

Extended Services uses the hall, the classroom off the hall known as the 'Clubroom' and the 'Clubhouse' as their space, as well as having use of the extensive school grounds. The children will be sure to have fun, in a safe and caring environment, with varied activities to suit everyone.

If your child is new to Extended Services and you require a place(s) in September 2020 please register via the google form below by **Wednesday 27 May**. Please complete a new form for each child. We will then allocate places and let you know as soon as possible if you have been successful in securing a place.

In the event that a session is full, names of children requiring that session will be placed on a waiting list. If a space becomes available, names from the waiting list will be allocated in the following priority order:

- Children where a parent is a member of staff
- Looked after children
- Exceptional circumstances
- Siblings (an older brother or sister with a place at that session on the required start date)
- Any other applicant on a first come first served basis

Please ensure you have read the full terms and conditions, which are attached to this letter.

<https://forms.gle/uZ4zAaa5JRTrZhRKA>

Children currently attending Extended Services

If your child already attends Sunrise or Sunset, all current sessions will continue into the next academic year unless you advise us otherwise. If you wish to cancel or alter the sessions that your child currently attends, please complete the google form below by **Wednesday 27 May**.

Please note, as per our terms and conditions, there is a six week term time notice period to alter or cancel a place at Extended Services.

<https://forms.gle/VAVrsv1TtFeAZSqN6>

As you will be aware from previous communications, a credit will appear on your account for any sessions missed during the school Coronavirus school closure.

If you have any further questions, please do not hesitate to email me.

Kind regards

Ms Beth Saunt

info@stamford-green.surrey.sch.uk

Principal School Secretary