



Please ask Margaret Matheson
for: Sarah Wojtunik
Direct Dial: 01463 232697
E-mail:
Your Ref: Margaret.matheson@highland.gov.uk
Our Ref: Sarah.wojtunik@highland.gov.uk
Date: 19 April 2018

Dear Parent/Carer

Breakfast Club and Out of School Care

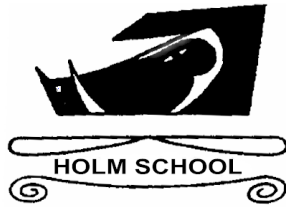
As of **2018/2019** Holm Primary will be offering a Breakfast Club and Out of School Care facility; both of these services will be run from the Early Learning and Childcare building.

Breakfast Club will run between 8am and 9am, with breakfast being on offer between 8-8.30am. P2 - P7 children attending breakfast club will be allowed access to the playground from 8.40am if you wish, as this is when our playground assistants begin supervising the playground.

There will be limited spaces for this Breakfast Club therefore children who have siblings attending the nursery between these times will be given priority. Thereafter it will be allocated on a first come first served basis. The cost of this service will be **£4.40**

Out of School Care will run between 2.45pm and 5.45pm for Primary 1 to Primary 7 pupils. The cost of using this service is **£11.66** for a session (i.e. session 2.45pm-5.45pm regardless of how many hours you use) however this may change to an hourly rate; if so more information regarding this will follow in due course. A member of staff will collect the P1-3 children and walk them to the Early Learning and Childcare building. The P4-7 children will be asked to make their own way to the building. The children will be provided with a healthy and nutritious snack, along with a drink.

The Breakfast Club will have a certain degree of flexibility depending on the demand each day. Therefore there should be capacity to change days from week to week as long as a 48 hour notice is given. Sessions cancelled within the 48 hour window will still be charged.

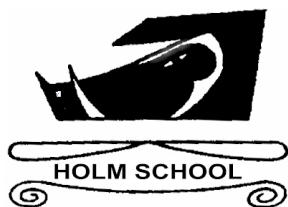


If you require a **permanent place** from August 2018 please complete the form and return to the school by Friday 4th of May. If you require the service on an ad hoc basis then you will be able to access booking forms from the school office, these bookings need to be made with at least 48 hour notice. Any spaces cancelled within the 48 hours will still be charged. Places will be allocated on a first come first served basis. Please include your child/ren's names within the relevant box.

Yours sincerely

Mrs Matheson
Head Teacher

Mrs Wojtunik
Acting Depute Head Teacher



Please remember to fill in for next academic year 2018/19

Child/ren's Name:	Parents Names:
Going into Primary:	Names of siblings within ELCC if any:
Address: Post Code:	Parents phone numbers:
Emergency Contact 1:	Emergency Contact 2:
Email Address	

Preferred way of payment (Please Circle) -

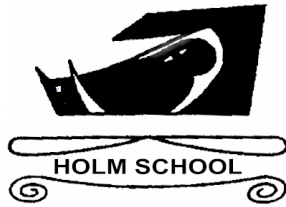
Childcare Voucher

or

Direct Debit

Voucher Company Name _____

Head Teacher: Margaret Matheson, Holm Primary School,
Stratherrick Road, Inverness IV2 4YL
Tel: (01463) 232697 Fax: (01463) 225510 E-Mail: holm.primary@highland.gov.uk



Pattern of days requested:

	P1		P2		P3		P4		P5		P6		P7	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Total														

I give permission for my child to access the playground at 8.40am if they so wish.

Signature _____

I would be interested in using the service on an ad hoc basis YES/NO

<i>Office use only</i>		
<i>Date:</i>	<i>Time:</i>	<i>Staff initials:</i>

Head Teacher: Margaret Matheson, Holm Primary School,
 Stratherrick Road, Inverness IV2 4YL
 Tel: (01463) 232697 Fax: (01463) 225510 E-Mail: holm.primary@highland.gov.uk