



Dear Family

### Breakfast and After School Clubs

**From September, Breakfast Club will run from 07.45 a.m. and the latest pick-up time for After School Club will be 5 30pm.**

These amended timings are due to cleaning requirements between sessions and classroom use.

A full risk assessment and details of safety measures will be provided prior to the new school year, however we are currently establishing what the demand for places will be. Please could you complete or download this letter, complete the tables below, save and return to school at the following email address: [outofhours@st-james.dudley.sch.uk](mailto:outofhours@st-james.dudley.sch.uk)

In order to ensure that we have appropriate staffing, we will no longer be able to accept on the day bookings and will need families to book in advance. Sessions will be charged by the hour. **Cost will be £3 per hour.** To reduce risk, we will also no longer be able to accept cash or cheques and payment will be by bank transfer only – payable monthly upon making a secure booking. Due to restrictions in place, we will have to maintain a capacity limit. We would ask that you therefore only book a place if it is needed.

Please indicate your potential requirements to assist us with planning arrangements. This is for our information; it is not a confirmed booking. We will contact you during the summer holidays with confirmation of places.

w/b 30.8.20	Breakfast Club	After school club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

w/b 7/9/20	Breakfast Club	After school club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

w/b 14/9/20	Breakfast Club	After school club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

w/b 21.9.20	Breakfast Club	After school club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

w/b 28.9.30	Breakfast Club	After school club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

w/b 5.10.20	Breakfast Club	After school club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

w/b 12.10.20	Breakfast Club	After school club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

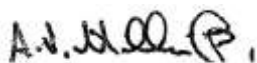
w/b 19.10.20	Breakfast Club	After school club
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Name(s):

Class(es):

Thank you for your cooperation and understanding while we ensure that our out of hours school provision can run safely and smoothly.

Yours sincerely



Mr A. Millichip,  
Chair of Governors

Email: [info@st-james.dudley.sch.uk](mailto:info@st-james.dudley.sch.uk) Fax: 01384 818811 Website: [www.st-james.dudley.sch.uk](http://www.st-james.dudley.sch.uk)

