



## Before & After School Care Session Booking Form

Please complete this form and return to [jramsay@kirkstonehouseschool.co.uk](mailto:jramsay@kirkstonehouseschool.co.uk) by the Friday of each School week. If your requirements remain the same throughout the School term, only one form needs to be completed.

Please notify staff of any changes to your request with 24 hours notice, otherwise you will still be charged for the session.

I/We\* would like my/our\* son/daughter\* to take part in the Extended Day Option.

Pupil Name:	
Year / Tutor Group:	
Week Commencing:	

### **Pre-School – (7:45am – 8:45am) @ £8.00/day (includes breakfast)**

*Please tick where applicable*

Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Occasionally	<input type="checkbox"/>

**Please give the School Office as much notice as possible for this option.**

### **After School Care / Homework Club - (4:00pm – 5:50pm) @ £9.50/day**

**(including afternoon snack)**

*Please tick where applicable*

Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>
Occasionally	<input type="checkbox"/>

**Please give the School Office as much notice as possible for this option.**

**Charges for the Extended Day Options are made termly in arrears and pupils are only charged for those sessions they actually attend according to the daily register**

### **Extended Day Option (After School Care/Homework Club)**

After School Care will take the form of a Homework Club and will finish at 5:30pm promptly.

**In emergencies only**, for example, bad weather or traffic problems, then please call 01778 560350 to ensure you contact our office staff **before** 5:00pm. The main office is no longer manned after 5:30pm. We are then able to alert the After School Care supervising staff before 5:30pm. Thank you for your co-operation with this.

Children who are on the School site after 4:00pm and are not involved in an organised activity should attend (will be asked to attend) the After School Care Club. Children should NOT be standing in School car parks or around the School site.