



St Francis Catholic Primary School

Queen's Rd, Maidstone, Kent, ME16 0LB.

Email: office@st-francis.kent.sch.uk

Tel: 01622 771540

Headteacher: Mrs E Blanden

Monday 13th May 2019

Dear Parents and Carers

Re: St Francis Catholic Primary Summer Holiday Club

We are pleased to inform you that we are able to provide the Summer Holiday Club again this year. The club will be open daily during the **first 2 weeks** of the summer holidays, Monday – Friday, for weeks commencing Monday, 22nd July and Monday 29th July 2019. All activities will take place on site and the club will be led by members of St Francis staff, supported by SG17 staff.

The club will be open to current St Francis children and older siblings in years 7 and 8 only from 8.00 - 5.00pm. The cost will remain the same as last year at £15.00 per day or £8 per morning or afternoon session per child. A morning session ends at 12.30pm and an afternoon session begins at 1pm. There will be no reduction in price for dropping your child off at a later time or collecting your child earlier during the day. Parents will be required to provide a packed lunch and snacks for your child but school will provide toast and a drink in the morning and a snack and a drink in the afternoon.

Places will be allocated to ensure the running of the club is financially viable for school. Therefore, those parents requiring full weeks will be allocated places first, providing the form is returned to the school office by the deadline stated, accompanied by the requested deposit and that future payment deadlines are met. Full payment will be required before Friday 12th July to ensure this venture remains financially viable for school. Deposit payments will not be refunded if you decide to withdraw from the club or cancel any days that you have previously sent in a deposit for. If you are granted a place and your child is absent for any reason, no refunds will be given. This may seem unfair; however we need to ensure the club does not incur costs which impact on the main school budget.

If you wish to apply for a holiday club place, school will require a deposit of £5 per day, per child, accompanied with your application form, by Wednesday, 19th June 2019. You will be informed whether your child/children have been allocated a place by Friday 21st June 2019.

E.g. If you have 2 children and require 2 full weeks, a deposit of £100 will be required.

The remaining balance will be in 2 equal instalments no later than Thursday, 27th June, and Thursday, 11th July 2019.

Your form will be returned to you if no deposit is received.

Before applying for a place please ensure you have carefully read all of the information above.

The allocation of holiday club places will be finalised by school leaders.

A copy of this letter and an application form are also available to download from the school website www.st-francis.kent.sch.uk

School reserves the right to withdraw any of the holiday weeks if it is not financially viable to run.

If you have any queries regarding the Holiday Club please do not hesitate to contact us via the school office.

Yours sincerely

Elisabeth Blanden
Headteacher

ST FRANCIS HOLIDAY CLUB APPLICATION FORM

Name of each child _____ Class/(Year group for older sibling) _____
_____ Class/(Year group for older sibling) _____
_____ Class/(Year group for older sibling) _____

Please tick the days for each of the weeks you require

PLEASE ENSURE YOU ENCLOSE A £5 DEPOSIT FOR EACH CHILD, PER DAY REQUIRED

Cheques are payable to *St Francis Catholic Primary School*

Thank you

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
W/C 22.07.19					

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
W/C 29.07.19					

Please complete one of the following:

- 1. I enclose a cash deposit of £
- 2. I enclose a cheque deposit of £
- 3. I wish to pay using childcare vouchers

My childcare voucher provider is _____

I agree that I will pay the remaining balance in 2 equal instalments, (subject to confirmation of a place being granted) payable no later than **Thursday, 21st June, and Thursday, 11th July 2019.**

Signature _____