


Belgrave St. Bartholomew's Academy
Sussex Place, Longton, Stoke on Trent

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Company No: 08735454

National Teaching School
designated by

National College for
Teaching & Leadership


Britannia Teaching School Alliance



Re: ABC Club – Before and After School Provision

Dear Parents/ Carers

15th July 2020

I am writing to inform you of a few changes regarding our 'ABC Club – Before and After School Provision'. Firstly, as of September 2020 our 'ABC Club' will be moving from the external buildings near the car park to a room located within the school building. It will therefore be accessed via a different entrance. However, parents/carers can still continue to park on the school car park (spaces permitting), then continue to walk down the left hand side of the school building and down the driveway (please see map below). From September, signs will also be displayed from the car park directing you to the 'ABC Club' room.

We have also put together an 'ABC Club – Before and After School' Policy, which outlines all of the information concerning the provision, including; organisation, routines, payments etc. Within this there is also a registration pack, which parents/carers will now be required to complete if they wish to book a place for their child/children in the 'ABC Club'. All of the information is contained within the policy and this can be found on the school website, along with the registration pack. However, some of the main points and changes are as follows;

- A registration pack (along with terms and conditions) **must** be completed, signed and handed to the school office to request a place for your child or children. The school office or the ABC Club Leader will then contact you to confirm your place/s.
- Places are provided on a first come, first served basis and are subject to availability. Once places are filled a waiting list will be created.
- All registration packs can be collected and handed in at the school office.
- Regular days and sessions will need to be booked in advance and stated on the registration forms.
- No ad hoc sessions will be permitted. All sessions must be booked in advance and notice given for any cancellations or changes.
- Payments will now be made via SchoolMoney or PayPoint. **Cash will no longer be taken.**
- Sibling discounts are now available for the after school provision.

The implementation of the policy and registration packs will ensure that our before and after school provision will run both effectively and consistently, for pupils, parent/carers and staff. The 'ABC Club' will continue to provide provision that is invaluable, as well as a safe, fun and socially stimulating environment for our pupils to attend before and/or after school.

Please note that **there will be no after school provision on Friday 4th or Friday 11th September** as school will be closing at 1pm on both of these days so you will need to seek alternative arrangements for these two afternoons. This is to enable an additional deep clean of the school. Provision will return to normal after 11th September.


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If you have any further questions or queries regarding the 'ABC Club', then please contact the school office, either via telephone or email.

Kind Regards,

Mrs J. Martin

Ms R. Ndongwe

Assistant Principal

ABC Club Lead

