

Durham Blue Coat C. E. Aided Junior School

Langley Road

Durham

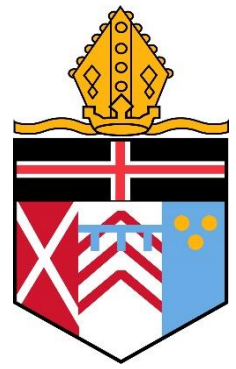
DH1 5LP

Telephone: 0191 386 5975

E-mail: bluecoat@durhamlearning.net

Website: www.bluecoatcofejunior.co.uk

Head Teacher: Mrs L Grieve



26th March 2024

Changes to Booking Rules

Dear Parent/Carer,

Due to an ongoing matter of some children repeatedly not being booked into tea club we are amending our rules for bookings. We understand that this will not apply to the majority of parents/carers who access our wraparound care but we would like to keep you all informed of the new rules.

Going forward, all children **must** be booked into tea club by midnight the day before, before bookings close. Once bookings close, you will be unable to make a booking. Only in exceptional circumstances, should you need to contact the office to make a booking on the day and this must be done by 11am. Any bookings after this time will unfortunately be declined.

Parent/carers are also reminded that bookings must be paid for, to prevent these from automatically cancelling.

To discourage people from booking their children in for sessions they do not require, we will also be starting to charge parents/carers for sessions that they do not cancel in advance. Parents/carers are able to cancel their bookings themselves up until midnight the day before via Parent Pay or they can contact the school office up until 2pm. **If your child is booked into tea club and does not attend, you will be charged for the session.**

As you can appreciate, it is important we know how many children to expect in tea club for catering and staffing requirements.

We do appreciate that now and again emergencies can happen that are out of parents/carers control and these circumstances will be judged on an individual basis.

We hope you will support us in this matter.

Yours sincerely,

L Grieve

Mrs L Grieve
Headteacher

