

## Simmondley Primary School

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Headteacher: Mrs D Greaves  
Deputy Headteacher: Mrs G Ellison  
Chair of Governors: Mr M Jolly

Website: [www.simmondleyprimaryschool.com](http://www.simmondleyprimaryschool.com)

21st December 2018

Dear Parents/Carers

### **Sunset/Sunrise Changes**

Due to a governor review, staffing ratios and safeguarding, as of the 7<sup>th</sup> January 2019, we will be making some small changes to our Sunrise and Sunset childcare arrangements.

We will no longer be offering adhoc sessions to any children within the Sunrise & Sunset club. All places within Sunrise & Sunset will now be fixed places, as arranged with Mrs Brooks and invoiced on a monthly basis. All payments must be made via Parent Pay or childcare vouchers prior to the start of each month.

We have spaces available in Sunset on a Monday, Wednesday, Thursday and Friday. We have no spaces available in Sunrise, however we do have a waiting list should spaces become available. If you wish to book a fixed place for any of these days or be put on the waiting list then please contact Mrs Brooks, who will be happy to book you in. Mrs Brooks will not be accepting any bookings on a daily basis moving forwards.

We do recognise that on occasions childcare is needed unexpectedly, we are therefore offering emergency cover daily after school for up to 12 children that will be run until **4.30pm ONLY** and will cost £5.00 per day, per child. Please note that no snack is provided during this session. **These places must be booked and paid for via Parent Pay prior to each session. Bookings must be placed before 2.00pm on the day childcare is needed. No bookings will be taken at the school office.**

Please also note that the last pick up time for the Sunset club will be changing to **5.45pm** from the new year.

We understand that this is a change to how Sunrise/Sunset has been run and administered in the past but we feel this is necessary so that those children who attend the Sunrise & Sunset Club continue to get the high levels of care that have been provided by the club and that the administration of the club is manageable. If you have any questions regarding the new emergency session please speak to Mrs Hinchliffe in the school office, who will be happy to discuss them.

We would like to thank you all for your continued support of the Sunrise & Sunset Club and the school.

Yours Sincerely

Mrs Greaves