

Monday 11th December 2017

Dear Parents/Carers,

As from Wednesday 3rd January 2018 **Sunrise and Sundown** clubs will no longer be held in the school hall. The clubs will be held in the children's centre, which is the building at the back of the staff carpark next to the playground. In order to access the club you will need to enter the school via foot, through the main school entrance (Four Sisters Way). Please press the buzzer for the children's centre, and then follow the path past the school's main entrance to the end, where you will come to the children's centre. When you arrive at the building to drop off or pick up your child you will need to ring the door bell and a member of staff will come to assist you. When dropping off at breakfast club, you must ensure you wait with your child until a member of staff opens the door.

All payments and bookings will still be arranged through the school office.

The timings of the clubs are:

Sunrise: 7:40am-8:35am

Sundown: 3:00pm-5:30pm

Please remember that Sundown closes at 5:30 pm. If you are late to collect your child, there will be a £5 fine per child for every 15 minutes that you are late. In addition to this, a phone call may be made to social care to collect your child from the premises.

If you know you are going to be late you need to call the club on 07871065148 to make us aware of the situation. You will still incur the fine. It is your responsibility to ensure that your child is collected on time. If you are continually late, you will no longer be able to use the facility.

For all financial or booking enquiries you will need to speak to Mrs Woodgate at the school office. She can be contacted on 01702 525137 or via email office@eastwoodprimary.southend.sch.uk

Yours Faithfully

Mrs Bellfield

EYFS Manager and Extended Schools Manager