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## Parent Communication

**Date:** 20<sup>th</sup> October 2020

**Subject:** Changes to After School Care Bookings

Dear Parents / Carers

In order to maintain small consistent groups for our After School Care, anyone who has made a booking is being allocated to a group based on their past booking patterns. This means that if your child normally stays until 4.15pm they will be in a 4.15pm group, and if your child sometimes (not always) stays until 6pm they will be put in a 6pm group.

If your child is in a 4.15pm group you will no longer be able to see or book After School Care until 6pm on Sims Pay, (you can continue to book childcare until 4.15pm as before). Please be reminded that After School Care must be booked and paid for in advance in 2 week blocks. Each block has a deadline of one week prior to the start of the block.

Because of limited spaces we are trying to ensure that no child is in the 6pm group unless they need to be. If you have not been placed in the 6pm group, and are concerned that this will mean you can't book the childcare you need, then please email us on [admin@castlemead.wilts.sch.uk](mailto:admin@castlemead.wilts.sch.uk).

All bookings for the first 2 weeks of term (3rd November to 13th November) must be completed by Monday 26th October 2020. Bookings may close early if all the spaces are filled.

Kind regards

Castle Mead School