



Tuesday 7th August 2018

Dear Parents,

After School Provision from September 2018 at St Cuthbert with St Matthias CE School

From September 2018, our school will be providing the After School Provision on our school site, as in recent years.

Our provision will be staffed by trained staff; they will be employed by our school. It is likely that some of these will be the same staff members who were working with Fit for Sport.

Children from **nursery to Y6** will be welcome to attend, and we will have specific arrangements in place for the addition of nursery and reception children in this provision.

We will continue to offer After School Provision to Bousfield children, including those in nursery and reception.

A walking bus will be provided to bring Bousfield children to our school site, as previously. The children will be collected by the supervising adults employed for this provision. Correct ratios of adults to children will be in place, taking into consideration the addition of nursery and reception children. The Bousfield children will be collected at 3.30pm from Bousfield.

Provision will be offered as three options (all will include a snack):

- 3.15/3.30 – 4.30 = £4.50
- 3.15/3.30 – 6pm = £7.50
- 4.30 – 6pm = £4.50 (this allows for children joining after their school clubs)

We are happy to allow for flexibility in booking arrangements to accommodate for daily issues that may arise. We ask that parents please notify our school office and details will be noted. Staff at the After School Provision will be updated.

Payments will be made on SIMS Agora for St Cuthbert children, and by payment into our St Cuthbert bank account for Bousfield children.

Bookings will be made via booking forms on our school website: www.scwsm.rbkc.sch.uk

It will be essential that Emergency contact details will be held by the supervisor for our After School Provision so that we can make contact with parents should the need arise.

St Cuthbert with St Matthias Church of England Voluntary Aided Primary School

Warwick Road, Earls Court, London, SW5 9UE

Tel: 020 7373 8225 Fax: 020 7460 0424 Email: info@scwsm.rbkc.sch.uk Web: www.scwsm.rbkc.sch.uk

Headteacher: Miss Gillian Putterill



The provision will also include opportunities for children to take part in structured activities (arts, crafts, sports, homework), including offsite activities (orienteering) in a local park. This will be overseen by an After School Provision employee as well as a St Cuthbert employee and will be on offer to both Bousfield and St Cuthbert children. Parents will need to provide consent for their child to take part in this activity, which will be on offer once or twice a week.

We are happy for Y5/6 Bousfield children to independently attend this provision for the 4.30pm – 6pm slot after one of their clubs, providing we have written consent from parents.

Early in the new term, we will be requesting feedback from families as to a best option for a pick-up time, in case 6pm is not ideal and a 6.15pm pick-up offer may be additionally suitable. Late fees of £5 will need to apply in the interim for pick-up after 6.15pm.

We will be updating our website with details of booking forms, payment details and timetabled days for orienteering closer to the start of term.

Wednesday 5th September 2018 will be the first day of After School Provision for Bousfield and St Cuthbert children.

Please feel free to contact me on gillian.putterill@scwsm.rbkc, or our Business Manager, Cathy Cryer, on cathy.cryer@scwsm.rbkc.sch.uk if you have any questions.

We will endeavour to sort any 'hiccups' in the transfer as quickly as possible. We are also more than happy for parents to visit our school site to familiarise themselves with the environment for provision should they wish to. Please just let us know!

Kind regards,

Gill Putterill