

August 2011

After School Programme – IMPORTANT INFORMATION

Please complete and return the slip below if you wish your child to attend our After School Programme which is available from Monday to Thursday, 4.30pm to 5.45pm from the second week of the new academic year. Tea is available between 5.45pm and 6.15pm and is charged at £5 per meal (this will be added to your end of term account).

If your child is not staying on an evening when they would normally do so, please notify school as soon as possible so that the register, which is taken at the beginning of each session, can be amended. Any unauthorised absences (or attendances) will be followed up.

- We must have received a completed form from you if you wish your child to attend.
- Our After School Programme is not a ‘drop-in’ option and pupils who have chosen to attend the programme up are expected to attend, barring illness.
- If your child is not staying on an evening when they would normally be present, you must **notify the school office as soon as possible**.
- Permanent changes to your arrangements must be made **in writing** to the school.
- Pupils should bring a book to read in case they complete their prep. during the session.
- Pupils involved in an activity **must** register in reception **before** going to their activity.
- Normal school rules of behaviour apply during the sessions.

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Please ‘tick’ the appropriate boxes below and return this form to Caroline Cartwright, Sibford School, by **Thursday 8th September**.

Day	Prep. <i>(commencing 12th Sept.)</i>	Activities <i>(please specify)</i>	Tea <i>(Charged at £5 per meal)</i>
Monday			
Tuesday			
Wednesday			
Thursday			

I give permission for my child to stay for the ‘After School Programme’ as indicated above. I understand that tea is charged at £5 per meal and will be added to my end of term account if my child has tea at school.

Pupil’s Name: Tutor Group:

Signed: Parent/Guardian

Date: