



Mesne Lea Primary School

Working together for individual excellence

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Changes to BASC

Dear Parents/ Carers,

Due to the increasing numbers of children attending before and after school clubs we will be making some small changes to how children are booked in.

From the 15th November all children will need to be booked into the club **prior to the session**; there will be a limited number of emergency places available.

This is to ensure we have the correct numbers of staff for the children attending. Once a place is booked we will require **2 weeks' notice** for the place to be cancelled. Fees will need to be paid **2 weeks in advance** via Parent Pay. Please make sure any arrears are cleared or this may result in your child's place being cancelled.

Please complete the attached form to indicate which days you would like your child/ren to attend and return it to the school office.

Child's Name:	Year Group:	
	Before School	After School
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Signed: _____ (parent)

Name of Parent: _____

Contact number: _____

