



3rd November 2022

Dear Families,

RE: Wrap around care

Thank you for supporting us in our move to make booking wrap around care more effective. As you may be aware, school budgets are squeezed more tightly than ever in local authority schools. Therefore, the cashflow around CATTS and Breakfast Club payments and staffing needs some attention. I want to ensure that these important provisions are self-funding so that we can keep channelling our resources into wider school resources, the children's daily classroom education, resources, and staffing. By managing the bookings more effectively it helps us to plan, budget and stretch our limited funds further than they are right now.

We are aware that some families are having difficulties in arranging places at our wrap around services (Breakfast Club and CATTS). To recap the message, we previously shared in the Catcott News, please see below for details of how to book.

Parent Mail:

- All bookings must now be made on the Parent Mail app. This is to ensure we have up to date registers which helps us to arrange staffing.
- When you make your booking, you will be asked to make payment, this will ensure parents are not falling behind on their Parent Mail accounts.
- Bookings must be made at least 24 hours in advance.
- In the case of cancellation, a minimum of 48 hours' notice is required otherwise the session will be charged.

Childcare vouchers and Tax-Free Childcare:

- If you would like to pay with Tax Free Childcare or Childcare Vouchers, then bookings can be made by emailing the office.

Headteacher: Laura Constanza
Deputy Headteacher: Hannah Lintern

Telephone: 01278 722527
email:office@catcottprimary.co.uk

We are committed to safeguarding and promoting the welfare of children and young people and all staff share this commitment. If you have a concern about the welfare or safety of child please speak directly to Mrs Constanza (DSL) or Miss Lintern (DDSL).

www.catcottprimary.co.uk

- Children who attend breakfast club with Pupil Premium money will need to email us their booking request in advance.
- If your child is not booked in 24 hours in advance, they will not be able to attend.

Dropping your child off:

- We are concerned that in some instance's children are being dropped at the gate without a parent/guardian.
- Please wait with your child until the gates have been opened to ensure they are safely dropped off into breakfast club.

Yours sincerely,

A handwritten signature in black ink that reads "Laura Constanza". The script is cursive and fluid.

Laura Constanza
Head Teacher