



MEADGATE PRIMARY SCHOOL

Mascalls Way • Great Baddow • Chelmsford • Essex CM2 7NS

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Executive Headteacher: Mr. J. J. Figg

Dear Parent/Carer

The LINK Breakfast and After School Club

The LINK Breakfast & After School Club at Meadgate Primary School aims to support busy parents by providing a caring, safe and fun filled environment for your children within a familiar setting.

Dates and Times

The LINK is open during term time only (Please note: closed on Non-Pupil days and Bank Holidays). The breakfast club will run from 7.30am until 8.45am and the after school club will run from 3.05pm until 5.30pm.

Meals

We will be providing simple snacks for the children in the morning, including cereal and toast for those children who arrive before **8:10am**. For children who are staying after **4:00pm** we will be providing a light, cold snack including sandwiches, bagels, salad and a selection of fruit.

Late Collection Fee

All children should be collected from the Afterschool Club **by 5:30pm**. If they are collected after this time, you will be charged a late collection fee of **£10**. We understand that despite best efforts, very occasionally people may be held up so would suggest that you have another trusted adult that can collect on your behalf.

Fees

Please see below charges:

One Child Attending the LINK

CLUB	Cost Per Child
Breakfast Club	£7.30 per session
Afterschool Club – Collection before 4pm	£10.50 per session
Afterschool Club	£13.20 per session
Late Collection Fee (Collection after 5:30pm)	£10 per session

Two Children Attending the LINK (10% Discount)

CLUB	Cost Per Child
Breakfast Club	£6.35 per session
Afterschool Club – Collection before 4pm	£9.30 per session
Afterschool Club	£11.50 per session
Late Collection Fee (Collection after 5:30pm)	£10 per session

Three Children Attending the LINK (25% Discount)

CLUB	Cost Per Child
Breakfast Club	£5.50 per session
Afterschool Club – Collection before 4pm	£8.00 per session
Afterschool Club	£9.65 per session
Late Collection Fee (Collection after 5:30pm)	£10 per session

n.b. Discount only applies to children from the same family living in the same household i.e. siblings.

Afterschool Club (Collection before 4pm) - For those families who only need the Afterschool Club until 4pm you will be charged a reduced rate of £10.00 per session.

Sibling Discount - An additional discount for families with more than one child living in the same household who attend the LINK - 10% discount on each session for two children and 25% discount on each session for three children.

Booking & Payments

Booking forms are available from the school office

A statement with sessions taken and the amount owed will be sent out monthly along with instructions on how to pay.

Additional Information

An emergency contact form and booking forms are attached with this letter and must be sent into school by the dates stated in the 'Fees' section.

The dropping off and collection point for the club will be via the hall door which can be accessed via the school car park.

If you have any questions relating to The LINK please speak to a member of staff via the school office.

Many Thanks

Mr Joseph Figg
Headteacher

Child's Registration and Emergency Contact Form

Child's name:

Emergency contact names and numbers		
1	Name: Relationship:	Telephone number(s):
2	Name: Relationship:	Telephone number(s):
3	Name: Relationship:	Telephone number(s):

Name(s) of person(s) authorised to collect your child:	Relationship to your child:

If you wish, please provide a password which we can use to verify identity:	
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Dietary needs/food allergies:

Medical conditions/phobias/non-food allergies (please provide details of any medication):

Doctor's name, address and telephone number:

Signed _____ Dated _____