



TENTERDEN PRIMARY FEDERATION



LATEBIRDS CLUB 2023/2024

Dear Parents,

The Latebirds Club will be running at Tenterden Infant School this year for both Infant and Junior School. Junior School Children will be escorted to the Infant School hall at the end of their school day.

Children will need to be collected by 5pm.

The current cost is £10 per session. **Payment for each term must be paid in advance.**

Please fill out the attached slip and return to the school office circling the days you would like your child/children to attend as soon as possible. Spaces are limited and will be allocated on a first come first served basis. You will then be contacted to confirm your place at which point payment will then be required for the term. A receipt will then be issued.

Once we are able to confirm your child has a place at Latebirds you will be asked to complete a registration form.

If you have any further questions regarding the club, please do not hesitate to speak to us.

Latebirds Club
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Latebirds Club – session request slip

Child/children’s name(s)..... Class.....

Days to attend: Monday / Tuesday / Wednesday / Thursday / Friday
(Please circle day(s) required)

I agree to the terms and conditions for attendance at the Latebirds Club.

Parent Signature..... Print name.....

Contact Tel No..... Date.....

Latebirds Club – Information for Parents

- The Club is run on a daily basis and is thus primarily for the children who wish to attend on a regular basis.
- The cost is payable termly in advance. Payment should be made to the Infant office in a named envelope with days to be attended written on the front or by ScoPay. There will be no refund for the days booked but not attended as members of staff are employed for those days.
- Children can take part for the occasional single day when specific circumstances require this, with two days' notice, if there is a space that day. Payment must be made in advance.
- Two weeks written notice needs to be given for cancellation of a place.
- Children are expected to behave according to the school rules at all times, please also see our Behaviour Policy, this can be found on the school's website.
- Non-payment in advance will lead to the termination of the place.
- In the event of unforeseen staff illness or inclement weather (eg: snow, floods, no power or heating), may mean that the club would need to be cancelled for safety reasons. The school office would then contact you via DoJo.
- You can contact the Late bird team after 3.15pm on 07593 138 390 if you have any queries or need to collect earlier than 5pm.

Methods of payment accepted:

- Cheque (Payable to Tenterden Schools Trust) or cash paid to Infants school office.
- By Tax Free Childcare Vouchers – HM Government. School reference: Tenterden Infant School URN 143787
- Tenterden Infant and Junior School pupils can pay using the ScoPay account. (Full payment will be required for the whole term).
- If you are a Trust member then you are entitled to 10% discount.