BRACKENAGH WEST PRIMARY SCHOOL
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14th October 2015

Dear Parent

We are experiencing some difficulties in the running of the 1,2,3 Club which we need to address so that it can continue to function efficiently.

A lot of people are still sending in forms and payment on days other than Friday, and we find that the number of late / 'last minute' bookings is escalating beyond a manageable number. As a result it is very hard to prepare adequately for each day as the number attending changes so often, according to the number of phone calls/late forms we receive. This makes it very difficult to plan the daily activities, as well as the right level of supervision.

As the numbers for 1,2,3 Club have increased, so have our costs. Therefore, there are two main changes that will come into effect from Monday 19th October:

(a) **The cost of 123 Club will rise to £2.50 per day**. In the 6 years that Club has now been in operation we haven't previously raised the price, so I feel that this is a reasonable increase.

(b) Anyone attending as a late or 'last minute' booking will be charged £4 per day.

Therefore, if you intend to use this facility we ask that you fill in a booking form in advance each week. These should be returned to school each Friday so that arrangements can then be made for the following week.

If you intend to use the 1,2,3 Club next week please complete the booking form tonight and send in with your child tomorrow, along with your payment. We will endeavour to send these forms home to you by Thursday of each week so that they can always be returned to us on time. If you need extra forms they are available to download and print from the school website, in the 'Letters' section.

We fully understand that there may be exceptional circumstances which dictate a last minute change of plan, however, we do need to urgently address the large number of people who are regularly booking through the late / 'last minute' system. Your help in this is much appreciated.

Yours sincerely

M J Peacock
Principal