



**RED HOUSE  
SCHOOL**

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14 September 2018

Dear Parents

**Nursery to Y3 Holiday club and Y3-8 Sports Camp – Monday 22 October – Friday 2 November 2018**

We are running another holiday club and sports camp during October half term. The holiday club will be for children from Nursery to Year 3. Sports camp will focus on sporting activities and is aimed at pupils in Years 3-8. It will run Monday 22 October – Friday 2 November 2018. The purpose of this camp is to help keep pupils active, improve sports skills and spend time with friends.

We have decided to align our provision, with respect to timings and cost. Pupils attending either club will need to meet at the Senior School at 8am on each day and to bring a packed lunch with them. Pupils will be ready for collection at 5pm. We are applying a daily rate of £28 or £125 for a complete week (ie Monday to Friday).

If you are interested in your child attending either holiday club or Sports Camp, please complete the attached form and the consent form and return to either School Office, no later than Friday 28 September. Please make your payment direct to the school bank, using the following information:

- o Sort Code – 30-98-13
- o Account Number – 01776186
- o Bank – Lloyds Bank plc

Please ensure that you use an easily identifiable reference code, eg sports camp and your child's name. It would also be helpful if you could put the reference you use on the reply slip.

Places will be issued on a first come first served basis and priority for the more popular days and trips will be given to pupils attending the greatest number of days. More details of the daily arrangements will be made available once we have a firm steer on numbers.

I would be happy to answer any queries or questions that you might have at this stage so please do not hesitate to contact me here at school if you wish to do so.

Yours sincerely

**Mr S Haywood  
Head of The Junior School**



## **Sports Camp and Holiday Club Booking Conditions**

Places will only be allocated upon a fully completed booking form with an indication of how the cost is to be paid. Confirmation of your booking will follow and payment by childcare vouchers or BACS is then due.

For childcare vouchers the exact amount for each holiday club period must be paid separately. The name of the child and the holiday club period must also be given.  
e.g. £56 A. Nother October HT

For electronic payments (BACS) the exact amount for each holiday period must be transferred separately and the name of the child and the holiday club period must also be given.  
e.g. £56 A. Nother October HT

Red House Account details are: 01776186 .Sort Code 30 98 13.

Cash will only be accepted for a late booking during a holiday club period.

In the event of cancellation by the customer, a 100% refund will be available if notification is received in writing at least 4 weeks before the start of the holiday club period (NB not the actual date of attendance already booked). A 50% refund will be made if notification is received in writing at least 2 weeks before the start of the holiday club. No refunds thereafter.

If a parent wishes to change the dates, at least 2 weeks' notice in writing is required. Please note changes can only be accommodated if spaces are available. Places cannot be transferred to another child.

If your child is unable to attend due to illness or for any other reason during the holiday club, no refund will be made and days cannot be taken in lieu. Your child should be kept away for 48 hours following sickness or diarrhoea.

School policies and procedures will be observed during the holiday club, particularly those regarding safeguarding and behaviour.

If it becomes necessary to cancel the holiday club due to factors beyond our control then a full refund will be made.

Whilst Red House takes great care to ensure the safety of your children, we cannot accept liability for any accident or loss of property that may occur. Please ensure all articles are named. Any lost items will be held for 2 weeks after the last day of the holiday club and then given to a charity if not claimed.

A late collection charge of £15 per quarter of an hour will be implemented if a child is collected after the end of the booked session.

Places will be allocated on a first come first served basis. A waiting list, again on a first come first served basis, will be established if demand for places is greater than can be accommodated.

If there are less than 5 places requested Red House School reserves the right to cancel the holiday club with sufficient notice.

If a visit is planned as part of the day's itinerary all pupils booked on the holiday club for that day are expected to take part. Parents must complete the appropriate indemnity form before the trip. There may be an additional small charge for the trip. Half day sessions will not be available on the day of trips.

## **Sports Camp and Holiday Club Equipment List.**

### **Each day your child will need:**

#### **Food and Drink**

A healthy packed lunch with a diluted drink/bottle of water. If your child's lunch contains grapes, please ensure that they are cut in half lengthways. Cans of drink and sweets are not appropriate. Products containing nuts are not permitted due to food allergies.

The packed lunch and drink should be kept cool and therefore we recommend a cool pack is used inside a child size insulated bag. Thought should also be given to the sandwich filling to avoid any risk of food poisoning. It will not be possible to refrigerate the packed lunches when they are in school.

#### **Clothing**

- All personal items should be clearly named.
- Waterproof coat – children will be out of doors for part of each day.
- Warm comfortable clothing suitable for games activities as well as art and craft.
- We recommend that your child does not wear smart clothes.
- Clean pair of trainers/ shoes for indoor use.
- Pair of trainers for outdoor use.
- Wellies may be needed for some activities.
- Gloves and hat if the weather is cold
- Sun hat if it is hot.
- Please apply 'once a day' sunscreen to your child before bringing them to the holiday club.

Children should not bring their own toys to the holiday club unless requested by the holiday club for a particular activity.

**October Sports Camp and Holiday Club 2018 - Booking Form**

- Please complete this form in BLOCK CAPITALS and return to Mr Haywood at the Junior School.
- Places will be allocated on a first come first served basis.
- Booking forms will not be accepted without payment/indication of payment method.
- Incomplete booking forms will not be accepted.
- Please complete a separate booking form for each child.

Name of Child ..... Form ..... DOB .....

**Parent Details**

Name	
Address	
Postcode	
Email	
Home Tel.	
Mobile No.	
Work Tel.	
Child's Doctor Surgery Address Tel.No	
Child's Dentist Surgery Address Tel.No	

**Emergency Contacts** We require at least two alternatives to the parent contact details.

Name	Contact Numbers	Relationship to child

**Password**

Please inform us of a password which can be requested by staff when your child is being collected either by yourselves or a relative

.....

**Medical Information**

Please inform us of any relevant medical information e.g. allergies, dietary needs

.....

.....

The normal school procedures will operate in relation to the administration of medicines and first aid.

Please circle one response:

- I give permission for this child to receive urgent medical treatments. Yes / No
- I give permission for the above child to be included in promotional photographs which may be taken. Yes / No
- I give permission for any quotes from the above child to be included in any promotional material. Yes / No

The school's safeguarding, behaviour and equal opportunities policies and procedures will be observed throughout the course of the Holiday Club.

I should like to book a place for my child on the following dates:

Dates	Holiday Club (N – Year 3) Full day - £28	Sports Camp (Year 3 – 8) Full day - £28
Monday 22 October		
Tuesday 23 October		
Wednesday 24 October		
Thursday 25 October		
Friday 26 October		
Monday 29 October		
Tuesday 30 October		
Wednesday 31 October		
Thursday 1 November		
Friday 2 November		

I understand the cost to be £28 per day or £125 for a full week.

When I have received confirmation of my child's booking I will pay the cost of £.....by childcare vouchers (Payments must clearly indicate amount, child's name and holiday club period e.g. £56 A. Nother October HC)

or

When I have received confirmation of my child's booking I will pay the cost of £.....by BACS. Account No 01776186 Sort Code 30 98 13 (Payments must clearly indicate amount, child's name and holiday club period e.g. £56 A .Nother October HC)

I have read and understand the Booking Conditions.

Parent's Name ..... Signature ..... Date .....