



RED HOUSE  
SCHOOL

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14 June 2019

Dear Parents

**Nursery to Year 3 Holiday Club & Year 2-8 Sports Camp: Summer 2019**

We are running another Sports Camp and Holiday Club during the summer holidays. Holiday Club is for children from Nursery to Year 3 and Sports Camp in the summer is for children in Years 2 to 8. It will run from Monday 15 July–Tuesday 3 September 2019.

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 5.30pm.

We are applying a daily rate of £28 or £125 for a full week. (£100 for the Bank Holiday week).

If you are interested in your child attending either Holiday Club or Sports Camp, please complete the attached consent form and return to either School Office, no later than Friday 5 July. All charges will be added directly onto your termly bill. Childcare vouchers will still be able to be used. For more information please contact [andrea.tomlinson@redhouseschool.co.uk](mailto:andrea.tomlinson@redhouseschool.co.uk).

Please ensure that you use an easily identifiable reference code, e.g. Sports Camp and your child's name.

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.

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 if you wish to do so.

Yours sincerely

**Mr S Haywood**  
**Head of the Junior School**  
[simon.haywood@redhouseschool.co.uk](mailto:simon.haywood@redhouseschool.co.uk)



RED HOUSE  
SCHOOL

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**SPORTS CAMP & HOLIDAY CLUB BOOKING FORM – SUMMER 2019**

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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. Any charges will be added to the school termly bill. For more information, please contact [andrea.tomlinson@redhouseschool.co.uk](mailto:andrea.tomlinson@redhouseschool.co.uk)  
Incomplete booking forms will not be accepted.

*N.B. 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

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

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.

### Dates

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

<b>Dates</b>	<b>Holiday Club (N – Year 3) Full day - £28</b>	<b>Sports Camp (Year 2 – 8) Full day - £28</b>
Monday 15 July		
Tuesday 16 July		
Wednesday 17 July		
Thursday 18 July		
Friday 19 July		
Monday 22 July		
Tuesday 23 July		
Wednesday 24 July		
Thursday 25 July		
Friday 26 July		
Monday 29 July		
Tuesday 30 July		
Wednesday 31 July		
Thursday 1 August		
Friday 2 August		

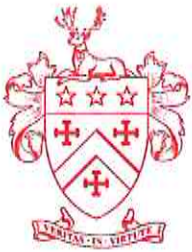


Monday 5 August		
Tuesday 6 August		
Wednesday 7 August		
Thursday 8 August		
Friday 9 August		
Monday 12 August		
Tuesday 13 August		
Wednesday 14 August		
Thursday 15 August		
Friday 16 August		
Monday 19 August		
Tuesday 20 August		
Wednesday 21 August		
Thursday 22 August		
Friday 23 August		
Tuesday 27 August		
Wednesday 28 August		
Thursday 29 August		
Friday 30 August		
Monday 2 September		
Tuesday 3 September		

I understand the cost to be £28 per day, £125 for a full week (£100 for Bank Holiday week).

When I have received confirmation of my child's booking I will expect the cost of £..... to be added to the termly school bill.

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

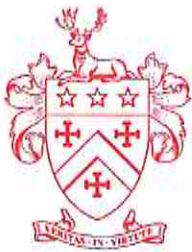


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## SPORTS CAMP & HOLIDAY CLUB BOOKING CONDITIONS

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- 1 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 will be added to your termly bill. This can be paid for using childcare vouchers. Any queries please contact [andrea.tomlinson@redhouseschool.co.uk](mailto:andrea.tomlinson@redhouseschool.co.uk)
  - The Red House Account details are: Account number: 01776186 Sort Code 30 98 13.
  - We do not accept payment by cash.
- 2 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.
- 3 If a parent wishes to change the dates, at least 4 weeks' notice in writing is required. Please note changes can only be accommodated if spaces are available. Places cannot be transferred with another child.
- 4 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.
- 5 School policies and procedures will be observed during the holiday club, particularly those regarding safeguarding and behaviour.
- 6 If it becomes necessary to cancel the holiday club due to factors beyond our control then a full refund will be made.
- 7 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.
- 8 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.
- 9 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.
- 10 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.
- 11 If there are less than 5 places requested Red House School reserves the right to cancel the holiday club.
- 12 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.



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## HOLIDAY CLUB LIST

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### 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.

N.B. Breakfast will not be served. Fruit will be provided for morning and afternoon snacks.

#### 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.

#### Sunscreen

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.