

RED HOUSE  
SCHOOL

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25 September 2020

Dear Parents

**Holiday Club (Nursery-Year 3) & Sports Camp (Year 3-8): 19 – 30 October 2020**

We are running another Sports Camp and Holiday Club during October half term. Holiday Club is for children from Nursery to Year 3 and Sports Camp for children in Years 3 to 8. It will run Monday 19 October – Friday 30 October 2020.

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 complete 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 9 October. As of February 2019, any 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).

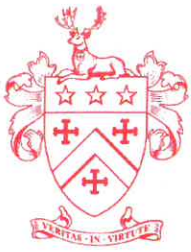
Please ensure that you use an easily identifiable reference code, eg Sports Camp and your child's name.

Priority will be given to pupils of Key Workers in the first instance. After this places will be allocated on a 'first come first served' basis. Please be aware that in the current climate, places will be strictly limited to allow us to adhere to all social distancing regulations.

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**  
[simon.haywood@redhouseschool.co.uk](mailto:simon.haywood@redhouseschool.co.uk)

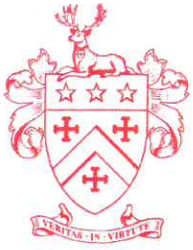


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## SPORTS CAMP & HOLIDAY CLUB BOOKING CONDITIONS

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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

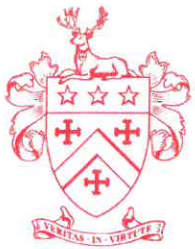
All personal items should be clearly named.

- 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.



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**SPORTS CAMP & HOLIDAY CLUB BOOKING FORM – October Half Term 2020.**

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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

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 3 – 8) Full day - £28</b>
Monday 19 October		
Tuesday 20 October		
Wednesday 21 October		
Thursday 22 October		
Friday 23 October		
Monday 26 October		
Tuesday 27 October		
Wednesday 28 October		
Thursday 29 October		
Friday 30 October		

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