

GLENDALE INFANT SCHOOL

Headteacher:
Mrs L Hopkins

Tel: 024 76349672
Text: 07743 499234

E.mail:
parents.glendale@we-learn.com



Skye Close
Nuneaton
Warwickshire
CV10 7LW

Website:
www.glendale.warwickshire.sch.uk

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Dear Parents/Carers,

I am writing to inform you of some changes we are making to early bird and after school as of January 2024.

Firstly due to a large increase in early bird bookings, we need to consider the adult:child ratio and the safety of the children. Therefore, we have decided to put a cap on the amount of early bird bookings we can take each day.

There will be 35 places per day available for early bird club. If you use early bird regularly, it is essential that you book at the beginning of the week when the bookings open to secure your child's place.

Secondly, over the Autumn term we have experienced a lot of late pick-ups from school and after school club. This is not acceptable, staff have other commitments and if they have to stay past their working hours this incurs further cost to school.

As of January, we are increasing our late collection fee to £15 for every 15 minutes or part thereof. If payments are outstanding, or your child is repeatedly not collected on time, a ban on booking after school may be issued.

These changes have been discussed with and agreed by Governors.

Kind regards


Louise Hopkins
HeadTeacher