

# Before and After School

Sherwood Way, Fulwood, Preston PR2 9GA

Tel: 07526 675239

Headteacher: Mrs.J. Lumb

School Business Manager: Mrs.L.Lee

Managers: Mrs J Swain  
Mrs A Roberts



Tuesday 27<sup>th</sup> June 2017

Dear Parents,

Following a recent BASE committee meeting, we are writing to advise you of changes to the booking process for BASE from September.

## **Booking procedures and payment**

From the next booking form, we will ask you to complete your weekly regular requirements for the whole term. As many of you never change your requirements, this will mean three forms over the course of the year (Autumn, Spring, Summer) instead of six.

Payment for the first half term will be due with the completed booking form. Payment reminders for the second half term will be given. If you wish to, payment for the whole term can also be made. **Please note, if a booking form with payment is not received by the required date then we will assume you no longer require the place/s and the sessions will be allocated to other families.**

## **Regular and Flexible Booking requests**

We have carefully reviewed the recent registers for BASE. As we still have a long waiting list, the BASE management committee feel that it is only fair to accept regular weekly booking requests in the first instance.

For example:

- If you require every Wednesday afternoon and every Thursday morning for the whole term (13 weeks in the Autumn term), this will be considered as a regular booking request.
- If you require one Wednesday afternoon and two Wednesday mornings over the course of a term (three sessions in total), this will be classed as a flexible booking request.

Priority will be given to families who require the same sessions each week over the course of the term. Flexible booking requests will be invited once all regular bookings requests have been accommodated.

We recognise that many of you, due to your work commitments, may not know your work pattern this far in advance. We therefore ask that you complete a flexible booking request at the start of each half term.

We will do our best to accommodate all regular booking requests and all flexible booking requests each term.

### **Exceptional Circumstances**

If, for an unexpected reason, your child needs an additional session within the week, we ask that you speak to Mrs Swain or Mrs Roberts in BASE. Mrs Swain or Mrs Roberts will review the register for the week and consider if your request can be accommodated. If a session is offered due to exceptional circumstances, we ask that payment is made within a week.

### **Notice**

If we do not receive your booking form by the dates specified, places will be offered to other families.

Once payment for sessions has been made, we require one month's notice if you no longer require the BASE facility.

Please do not hesitate to contact any member of the BASE team if you have any questions about this. A **regular booking request form** for the Autumn Term is attached. If you require a **flexible request booking form**, please collect this from the office or BASE.

Kind regards,

BASE Management Committee