



Queens' Federation

Queen Emma
Primary School

Gunhild Way Cambridge CB1 8QY

T: 01223 714300

E: office@queenemma.cambs.sch.uk
www.queenemmaschool.org.uk

Executive Headteacher:
Mrs C M Peet M.A.

Monday 12th June 2017

Queen Emma Before-School Activity Club – Autumn Term 2017

Dear Parents and Carers

Following our consultation before half term, we can now confirm that we will be running a before-school activity club at Queen Emma next academic year.

The club will be run by two coaches from Premier Sport and will involve a range of different sporting activities, some of them chosen by the children. The club will take place every morning from 7:45 to 8:45 and will be open to all Queen Emma children from Year 2 upwards. The children will need to have breakfast before they come to the club, but can also bring a snack to eat near the end of the session. We hope this club will offer children a healthy, active start to the day, but will also help parents needing before-school childcare.

Places at the before-school club will be limited to 30 children per day. You will need to book a place for your child for a full term at a time but may select the days you would like your child to attend. The cost of the club will be the equivalent of £4 per day. The cost for the autumn term will be as follows:

1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
£56	£112	£168	£224	£280

Invoices will be sent termly, but you may pay in 2 half-termly instalments if you would prefer.

To book your child's place for the autumn term, please return the form attached to the Queen Emma office between **Monday 19th and Friday 23rd June**. Apologies but no forms can be accepted before that time to give all parents a fair chance. Places at the club will be allocated on a first-come first-served basis and we anticipate that it will be fully booked quickly. We will then confirm by **Friday 30th June** whether your child has been allocated a place. Please note: to help with childcare arrangements, if you book a place for your child for the autumn, we will guarantee that you can continue to take that same place in the terms that follow should you wish to do so.

Yours sincerely,

Darren Coult
Deputy Headteacher



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Queen Emma Before-School Activity Club

Autumn Term 2017 Booking Form

Please return between Monday 19th and Friday 23rd June

Name of child: _____

Current Class: _____

I would like to book a place for my child at the Queen Emma Before-School Activity Club in the Autumn term

Please tick the days you wish them to attend each week:

Monday

Tuesday

Wednesday

Thursday

Friday

Cost for the term:

1 day/week	2 days/week	3 days/week	4 days/week	5 days/week
£56	£112	£168	£224	£280

I enclose a cheque for _____ for the first term's fees (payable to Queens' Federation)

I enclose a cheque for _____ for the first half-term's fees and would like to be invoiced for the second half later in the term (I understand that I am booking a place for a full term).

Any additional medical, dietary or other information that it would be helpful for the coaches to know about your child:

Parent's Name: _____

Email contact: _____

Emergency contact number: _____