

23rd February 2018

Dear Parent/Carer,

Re: Easter Holiday Club Request

We are now planning our next Holiday Club. All pupils will be given the opportunity to attend, however due to the popularity of the scheme we may have to limit the number of days available for each pupil in order to maintain a high quality provision in a safe and secure environment. **Please note that payment must be made before we can confirm your child's place.**

Important information

The Holiday Club runs from 8:30am - 3:30pm each day from **Tuesday 3rd April to Friday 13th April.**

The cost of the Holiday Club is **£5.00 per day** payable by return, **except for Thursday 5th April when there will be a day trip to the Blue Planet Aquarium and the total cost for the day will be £17.00.** Payment must be made before a place on the scheme can be guaranteed and a refund will be made for any days on which it is not possible to accommodate your child. Payment can be made online through the school website <http://shop.newbridgegroup.org/clubs/> using Paypal or by cash or cheque made payable to 'New Bridge MAT' through the school office.

Please provide your child with a packed lunch that **does not require heating or cooking** on each day that they attend as lunch is not available through school. **As we have limited time and cooking facilities available to us in the holidays, we would request that your child brings in sandwiches or cold food. We are unable to prepare items such as pot noodles or to cook pizza or other meals and we would be grateful if you could send in a cold alternative for your child.** If your child follows a special diet that requires heated food, please let us know before the end of term. Please be aware that only pre-packaged meals can be heated in school as the regulations around reheating food mean that we are unable to heat up anything you have cooked at home.

Medication

Please be aware that there are no nursing staff available on site during the Holiday Club, and Holiday Club staff do not have access to any medication that your child already has in school. Therefore, it is essential that you follow the guidelines below if your child requires any form of medication to be administered over the holiday period:

- we can only accept medication in its original packaging
- the pharmacy dispensing label must be attached, clearly showing your child's name and details of the dose to be administered
- we should be able to read the name and expiry date on the packaging

- we must have permission to administer each separate medication that your child is taking

Please complete the attached consent form and send the medication that your child will require **specifically for the Holiday Club** into school for the attention of Kelly Lockwood. Please also advise on the attached form if your child has any allergies to essential oils which may be used in the foot spa and massage sessions.

Holiday Club Activities

Please find attached a Holiday Club activity timetable. As all the activities are open to everyone we cannot guarantee that your child will get all their requested options. We would like your child to choose two activities in each session and we will ensure that they are given one of their choices.

On Thursday 5th April we have arranged for everyone attending the Holiday Club to visit the Blue Planet Aquarium. **Your child will need to arrive promptly at school by 8.30am and the total cost for the day is £17.00.**

Please indicate the date(s) that you would like your child to attend the Holiday Club and return both the request form and your activity preferences to Becky Soltyk **no later than Friday 2nd March** even if you are unable to enclose payment with your request.

If we do not receive the form back in time we will be unable to allocate a place for your child, as considerable work is needed to plan and ensure we have the necessary staff in place for the Holiday Club.

If you require any further information, please do not hesitate to contact me at school on 0161 883 2404.

Yours sincerely,

Karen Bingley
Extended Schools Director

Hollinwood Academy Easter 2018 Holiday Club Request

Name of child: _____

I would like to request a place for my child on the following day(s):

Easter Monday 2nd April	Tuesday 3rd April	Wednesday 4th April	Thursday 5th April	Friday 6th April
closed			BLUE PLANET TRIP - TOTAL COST FOR THE DAY IS £17	
Monday 9th April	Tuesday 10th April	Wednesday 11th April	Thursday 12th April	Friday 13th April

I have paid £..... online / I enclose £..... payment for the Holiday Club. (please make cheques payable to '**New Bridge MAT**'))

If I have requested a place on the Blue Planet trip on Thursday 5th April, I understand the total cost for that day is £17.00 (£12 towards the cost of the trip, in addition to the £5 daily Holiday Club charge)

Please note that payment must be received by Friday 16th March to secure your child's place.

Signed: (Parent/Carer) _____ Date: _____

**Please return with payment and activity preferences
no later than Friday 2nd March 2018**



Hollinwood Academy Easter 2018 Holiday Club Medication - Week 1

Name of child: _____

My child has allergies to the following essential oils:

I give my permission for Holiday Club staff to administer the following medication:

Medication and Dose	Time	Date
		3/4/2018
		4/4/2018
		5/4/2018
		6/4/2018
		3/4/2018
		4/4/2018
		5/4/2018
		6/4/2018
		3/4/2018
		4/4/2018
		5/4/2018
		6/4/2018
		3/4/2018
		4/4/2018
		5/4/2018
		6/4/2018

Signed: (Parent/Carer) _____ Date: _____



Hollinwood Academy Easter 2018 Holiday Club Medication - Week 2

Name of child: _____

My child has allergies to the following essential oils:

I give my permission for Holiday Club staff to administer the following medication:

Medication and Dose	Time	Date
		9/4//2018
		10/4//2018
		11/4/2018
		12/4/2018
		13/4/2018
		9/4//2018
		10/4//2018
		11/4/2018
		12/4/2018
		13/4/2018
		9/4//2018
		10/4//2018
		11/4/2018
		12/4/2018
		13/4/2018
		9/4//2018
		10/4//2018
		11/4/2018
		12/4/2018
		13/4/2018

Signed: (Parent/Carer) _____ Date: _____

