

Perry Hall Primary School
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Executive Headteacher
Miss R Kohli

Chief Executive Officer
Mrs A Cheema

National Teaching School
designated by



**National College for
Teaching & Leadership**

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17th July 2020

Dear Parent/Carer,

Childcare provision for Working Parents on Friday afternoons – 2020/2021.

Friday afternoon childcare provision can be provided for working families by our school staff, free of charge until 3.15pm. Usual After School Club provision remains available from 3.15pm, if required, at the usual cost.

To ensure that our Friday afternoon registers are up to date for next academic year, we are writing to request that you book a place for your child in our Friday afternoon provision, if required. This booking request needs to be made by Tuesday 1st September.

If you require a place for your child, please complete the slip below and provide evidence of working arrangements on a Friday afternoon (e.g. a contract, a signed letter from your employer on letter headed paper, etc). Please email both of these to our Friday afternoon provision email address: phfriday@perryhallmat.co.uk

If you are a single parent family then you will only need to provide proof of Friday afternoon working for yourself, however, if there are two parents/carers within your family then we will need proof that both of you work at this time.

Please ensure you have sent your email request by Tuesday 1st September, together with evidence that you work on a Friday afternoon, if you wish to make use of our Friday afternoon childcare provision next year.

If there are any queries regarding this process, then please do not hesitate to contact the school office.

Yours sincerely,

Miss Kohli

Executive Headteacher

Please provide this information within your email:

Childcare provision for Working Parents on Friday afternoons - 2020/2021.

Name of Child:

Current Class:

I wish for my child to remain in school on a Friday afternoon for the 2020/2021 academic year and have attached proof that any parent/carer within our family work at this time.

Signed: (parent / carer)

Date:

