



Dear Parent/ Carer

KEY STAGE 2 AFTER SCHOOL CLUB

Ferndown Middle School offers an after-school club to pupils in years 5 & 6. This is operated on a first come first served basis with initial intake of 15 children.

Details are as follows:

Start time: 3.20pm (pupils will come straight to Platinum A room with all their bags at the end of period 5)
Finish time: 5.30pm (pupils **must** be collected promptly unless permission is given for them to leave independently)
Cost: £12 per session
Food & Drink: Toast, snacks and drinks will be available

Booking

Parents need to book in advance using this [After School Club Booking Form](#). Once the booking forms are completed, we will send you an email of confirmation of your child's place. We do not want payments sent in for this term until the week beginning 1st September to help with our finance system.

Payment is made in September by either:

- ParentMail – return the booking form, and the payment item will be created in ParentMail in September
- Bank transfer to account name Castleman Academy Trust
Sort Code 30-80-89
Account no. 34315968
with a reference of 'FMS & Child's Name'
- Childcare Vouchers with a reference 'FMS & Child's Name'

Behaviour expectations

Pupils are expected to be polite and courteous at all times and are expected to follow the same guidelines as documented in the Behaviour and Anti-Bullying policies, which can be found on the school website.

Supervision

Members of the Ferndown Middle School staff will supervise the pupils. They have enhanced DBS clearance, up to date safeguarding training, food hygiene & safety qualified and there will be a trained first aider on site. The After-School Club operates under the same procedures as Ferndown Middle School regarding first aid, sickness and accident reporting. If your child has a medical condition of which the staff should be aware, or any food allergies, the school will need to be made aware of this on the agreement form.

Yours faithfully

Mrs A Dolan
Acting Headteacher

