

SACRED HEART CATHOLIC PRIMARY SCHOOL



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Wednesday 26th June 2019

Dear Parents and Carers

Re: Breakfast and After School Club

As you are aware, our breakfast and after school club, 'Kids United' has informed us that they will no longer be operating from our school site after the summer holidays. Over the previous weeks we have been working hard to set up a new provision to open in September. The purpose of this letter is to keep you up-dated about the progress made so far.

The new club will run under the direction of our School Governing Body and will use the school site as it presently does. It will, in many ways be treated as a separate business, with its own bank account, its own staff, its own resources etc. It is essential that the club is self-financing and that all generated fees cover all the running costs for the club. To ensure that the club is financially viable, a three-year cash flow has been formed and presented to Financial Services at Wigan Council.

In order to ensure that the club is financially viable, we have had to increase the fees slightly by £0.50 per session as follows:

Breakfast Club £5.00 per session (7.30 – 8.45am)
After School Club £8.50 per session (3.20 – 6.00pm)

We regret that we are currently not able to offer a reduction in fees for further children within the same family. This is because the new club, with new staff, under new working arrangements has higher running costs than 'Kids United'. Also, at this point we are only able to estimate the numbers of children who may attend. It is our intention to review this when the actual cash flow model is more fully understood. The Governing Body of our School will receive financial monitoring reports on a termly basis and will review income and expenditure. Parents and carers will be informed about any changes to fees accordingly. We will always endeavour to keep fees as low as possible.

Application for Sessions – Please see the enclosed form, which should be returned to the school office by Friday 5th July 2019. We are asking all existing attendees of 'Kids United' to complete this application for sessions, as well as any new parents. It is important that this information is supplied as a matter of urgency so that we can set up our staffing and resource plans before we finish for the summer holidays. We will write back to you to confirm the allocated sessions as soon as possible.

Existing members of 'Kids United' will be allocated places first, followed by any new members. We will allocate places during the week commencing Monday 8th July. We will inform you of your allocated session as soon as possible after that date.

Bank Account Information – We will provide more details in due course. We will be accepting payments by a variety of methods – see Information about fees and payments (attached).

Parental Agreement – We will ask you to sign a parental agreement form, which is a contract between the provider and the parent/carer. This will be sent out to you when your sessions have been confirmed in writing by our office staff. It will include: your booked session times, when fees are payable, amount payable etc.

PROUD of our children; PROUD of our school; PROUD of our faith

Transfer of Personal Information – As ‘Kids United’ is a separate business to school, under data protection rules we are not able to share personal information. We will therefore, be writing to you to request information, which you may have previously shared with them.

Staff Vacancies – We have two adverts live as follows:

Post 1 – Lead Practitioner Manager – 25 hours per week. Term time only.

Post 2 – Deputy Practitioner Manager – 22.5 hours per week. Term time only.

For further details, please see the school web site, under VACANCIES, or Wigan Council Greater Jobs.

The closing date for both posts is Monday 1st July 2019

If you know anyone who is interested in working within our new out of school club, please encourage them to apply.

Further Information – There may be much more information to gather from you regarding your child, and we may contact you in response to information provided on the attached form.

We ask parents and carers to be patient during this transition phase. I will keep you up-dated on our progress over the next few weeks. I will write to you again with further information as plans are made for the new provision.

Yours sincerely,

Mrs C. Mason Headteacher