



Cecil Road Leytonstone London E11 3HF 020 8558 4444

[school@acacia.waltham.sch.uk](mailto:school@acacia.waltham.sch.uk)

Executive Headteacher: Maureen Okoye

25<sup>th</sup> June 2020

Dear Parents and carers,

We will be holding a summer school club over the school holidays. The club will include a range of activities, for example cooking, physical activity, arts and crafts. The holiday club will be led by qualified teachers and support staff members. If a large number of families are interested the club, it will be held at Acacia Nursery. However, if only a small number of families would like to take up the offer the places will be offered at Davies Lane Primary School.

There will always be at least one member of Arbor Academy staff running the club. There will always be a designated safeguarding lead on site.

Holiday club will run from Tuesday 21<sup>st</sup> July - Friday 21<sup>st</sup> August. The final week of the holidays will be closed for a deep clean and preparation for the September start.

Costs are listed below:

Nursery age children

9:00am- 3:00pm      The cost of the club will be £42 per session per child.

Additional hours:	8:00am – 9:00am	£7
	3:00 – 6:00pm	£21

8:00am – 6:00pm      The cost of the club will be £70 per session per child.

We are offering a 10% concession for siblings.

We ask that our vulnerable families get in contact with Miss Rose if they are interested.

Payments will need to be made in **two instalments via bank transfer**. The payment for the first two weeks and 4 days (21<sup>st</sup> July – 7<sup>th</sup> August) will need to be made by **Tuesday 7<sup>th</sup> July** to secure your place. The payment for the following 2 weeks (10<sup>th</sup>- 21<sup>st</sup> August) will need to be made by **Tuesday 28<sup>th</sup> July**.

If you have any further queries, please do not hesitate to contact the school office.

Yours sincerely,

David Livie  
Head of School



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**Holiday Club July – August 2020 Booking Form**

**Child's Name:** \_\_\_\_\_

Please indicate in the white boxes below your required days and sessions by inserting a tick in each required session.

Please return this form no later than 1<sup>st</sup> July to secure your child's place at the holiday club.

Week 1 (WB 20.07.20)	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Charge
Sessions Required: 9:00 -15:00						
Session Required: 8:00 – 9:00 <b>(additional hour)</b>						
Sessions Required: 15:00 -18:00 <b>(3 additional hours)</b>						
<b>Total Weekly Charge</b>						£

Week 2 (WB 27.07.20)	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Charge
Sessions Required: 9:00 -15:00						
Session Required: 8:00 – 9:00 <b>(additional hour)</b>						
Sessions Required: 15:00 -18:00 <b>(3 additional hours)</b>						
<b>Total Weekly Charge</b>						£

Week 3 (WB 03.08.20)	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Charge
Sessions Required: 9:00 -15:00						
Session Required: 8:00 – 9:00 <b>(additional hour)</b>						
Sessions Required: 15:00 -18:00 <b>(3 additional hours)</b>						
<b>Total Weekly Charge</b>						£



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Week 4 (WB 10.08.20)	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Charge
Sessions Required: 9:00 -15:00						
Session Required: 8:00 – 9:00 <b>(additional hour)</b>						
Sessions Required: 15:00 -18:00 <b>(3 additional hours)</b>						
<b>Total Weekly Charge</b>						£

Week 5 (WB 17.08.20)	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Charge
Sessions Required: 9:00 -15:00						
Session Required: 8:00 – 9:00 <b>(additional hour)</b>						
Sessions Required: 15:00 -18:00 <b>(3 additional hours)</b>						
<b>Total Weekly Charge</b>						£

I confirm that the above are the required days of attendance for my child and that I agree to pay the above fees at least two weeks in advance of sessions from the commencement date 21<sup>st</sup> July 2020. All payments are to be made via bank transfer.

\_\_\_\_\_  
Parent/Carer name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Summer school Club 2020**

Child / Children's Name.....Class.....

Emergency contact no's.....

Allergies/ Medications.....

Parent/ Carer Name.....Signed.....

Person collecting child.....