



KESTON PRIMARY SCHOOL

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To the Parents/Carers of children attending Sessional Care

This letter is being sent to clarify the situation regarding sessional care.

1. Children may be admitted to Sessional Care at any point during the school year. Parents or carers should complete the form 'Request for additional nursery sessions' in the first instance. A contract agreement must be signed and payment in advance received before additional sessions begin. All places offered are subject to spaces being available.
2. Half a term's notice when terminating sessional care. Please give notice in writing for the attention of Mrs Page or Mrs Bowles in the school office.
3. Additional regular days may be added to the contract agreement subject to there being spaces available. Enquiries regarding changes to the contract agreement should be made in writing OR by completing the form '*Request for changes to contract for additional nursery sessions*' (available from the office or on the website).
4. Additional occasional days may be allowed in exceptional circumstances only, e.g. hospital appointments, exceptional changes in working arrangements and subject to there being spaces available on the day. Applications should be made by completing the form '*Request for ad hoc nursery session*' (available from the office or on the website) which will be signed off by either Mrs Page or Mrs. Bowles. Occasional additional sessions will be invoiced separately.
5. We regret that it is not possible to accommodate occasional 'swap' days.

If you need further clarification, please do not hesitate to contact either Mrs. Page or Mrs. Bowles.

