



**Duncombe Primary School**  
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Date: 7<sup>th</sup> May 2021

## Re: Extended Day Provision

Dear Parent and Carers,

Firstly, a huge thank you to all of our pupils attending breakfast club and afterschool clubs, it is fantastic to see so many pupils participating in enrichment activities. This is the first time that Duncombe has offered such a varied programme of activities, and we now have over 70 of our pupils attending daily!

We have some really exciting programmes starting over the next few weeks including, cheerleading which will be facilitated by FAME all-stars, the British DJ academy will be starting DJ and music creation and we will be further expanding our academic clubs to include book clubs, writing clubs and reading pals. We also spoke with a number of our pupils who attend afterschool club this week, listening to their ideas and suggestions on activities and refreshments after half term, as a result we will be creating a brand-new snack menu and activity timetable for our open access 3.30-6pm provision.

A few gentle reminders;

- All parents must complete a registration form for each pupil attending at the start of term. This is to ensure that all pupils have the opportunity to attend activities that fill quickly.
- All payments for activities must be made within 5 working days of booking confirmation.
- Refunds can only be provided, where the school or facilitator has cancelled.
- Parents and carers must arrive 5 minutes before the end of enrichment activities and afterschool club. From Monday 10<sup>th</sup> May, we will be introducing a late pick up fee of £3 for every 5 minutes late.
- We do not provide snacks for pupils attending enrichments activities, however, parents and carers are welcome to provide a small snack.

If you would like to discuss any of the above, send a completed registration form or would like more information on activities please email [extended-day@duncombepprimary.co.uk](mailto:extended-day@duncombepprimary.co.uk) or speak to Monique or Rianne in the school office.

Best wishes

Monique Roberts

SBM and Extended Day Lead

