



27<sup>th</sup> August 2021

Dear Parent/Carer,

**Childcare provision for Working Parents on Friday afternoons – 2021/2022.**

Friday afternoon childcare provision can be provided for working families by our school staff, free of charge until 3.15pm. Please note, as you are already aware, there is no longer any After School Club provision on a Friday.

To ensure that our Friday afternoon registers are up to date for this coming academic year, I am writing to request that you book a place for your child in our Friday afternoon provision, if required. This booking request needs to be made by Thursday 2<sup>nd</sup> September by emailing the following information to our Friday afternoon provision email address: [phfriday@perryhallmat.co.uk](mailto:phfriday@perryhallmat.co.uk)

*Name of Child: .....*

*Current Class: .....*

*I wish for my child to remain in school on a Friday afternoon for the 2021/2022 academic year and have/will attached proof that any parent/carer within our family work at this time.*

*Name/Signed: ..... (parent/carer)*

Please also email, into the same email address, evidence of your working arrangements on a Friday afternoon (e.g. a contract, a signed letter from your employer on letter headed paper, etc) by Thursday 16<sup>th</sup> August if you wish to secure your child’s place for the rest of the academic year.

If you are a single parent family, you will only need to provide proof of Friday afternoon working for yourself, however, if there are two parents/carers within your family then we will need proof that both of you work at this time.

Please ensure that you have sent your email request by Thursday 2<sup>nd</sup> September, together with evidence that you work on a Friday afternoon, if you wish to make use of our Friday afternoon childcare provision this coming school year.

If there are any queries regarding this process, then please do not hesitate to ask.

Yours sincerely,

Mrs Gibbins  
Head of School

