Dear Parent / Carer

As you are aware, over the summer holidays our Early Years facility will be demolished and replaced with a brand new, purpose-built building. We remain committed to offering the holiday club across this period and have assessed the best way to do this.  
  
The holiday club will be run in conjunction with PE Partner from the newly-decorated red brick pavilion which is adjacent to the car park as this provides easy and safe access for drop off and pick up, and for the children to move between the building and playing fields whilst being completely segregated from the building works.   
  
The car park will be divided into 2 with the site office occupying the half nearest to the pedestrian gate, leaving the other half for holiday club drop off/pick up and school staff use.  
  
Access to the school office should you need to pop in during the holidays will be via the front entrance only by walking out of the car park, turning right down Glen Road, right onto Otley Road and entering via the front entrance and playground.   
  
Within the red brick pavilion we can take a maximum of 20 children in the holiday club on a daily basis. Places will be booked up to the maximum daily number on a first come first served basis, so if you have dates that you definitely require the club then we would advise you to book those dates as soon as possible.  
  
Unfortunately we will not be able to take additional children who turn up on the day during this particular holiday period as resources will be planned well in advance to allow holiday club staff to focus solely on running the club. The senior leadership team and office staff will be working to ensure that the building works remain on schedule.   
  
Therefore places must be booked in advance by noon on Friday 5th July at the absolute latest. We would appreciate your cooperation in getting any bookings in earlier if possible, which will all help with the smooth running of the club.   
  
Please find attached the registration form and details of what a typical day in the club comprises.  
  
The club is offered for the first 7 weeks of the holiday period. As in previous years there is no club during the last week (the week which starts with the bank holiday commencing 26th August) to allow for essential maintenance works.  
  
Kind Regards  
  
Helen Stiles  
Headteacher  
Richmond House School****

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