



Bessemer Grange Primary School

www.bessemergrangeprimary.co.uk

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Headteacher: Ms Sarah Beard

Head of School: Mrs Elizabeth Whitehead

Thursday 28th September 2017

Dear Parents and Carers,

It has been brought to my attention that there is a lack of clarity around the options for use of, and payment for Bessemer Club.

Bessemer Club costs £10 per evening per child. There are only two scenarios in which this changes.

If your child attends an activity club until 4.30 and then goes to Bessemer Club you will only be charged £5 for Bessemer Club as you will already have paid for the activity club for the first hour.

If you have one child attending an activity club then you can send siblings to Bessemer Club until 4.30 so that you can pick your children up together and you will be charged £5 for each child attending Bessemer Club.

Due to some miscommunication on our part some parents have previously been informed that they can choose between paying £10 for two hours at Bessemer Club and £5 for one hour. We hope you understand that we are unable to offer this as an option as we would be unable to cover our staffing costs, as all staff are employed for the full session.

In future parents will be expected to confirm the days that their child will be attending Bessemer Club each week and pay for these at the beginning of the week. If parents fall a week behind with payments then a reminder letter will be sent out. If payment has not been received in full by the end of the month then the child's place will be suspended until payment is received. Due to the need to cover staffing costs parents will still be charged for their child's place if the child is off sick.

If you find that you unexpectedly need an additional day at Bessemer Club you can ask the office if this is available, however due to growing numbers we might not be able to accommodate these requests.

If you have any concerns about this, or feel that you have special circumstances that should be considered please make an appointment to see Sarah Beard or me.

Yours sincerely

A handwritten signature in cursive script that reads "Elizabeth Whitehead".

Elizabeth Whitehead