



Bessemer Grange Primary School

www.bessemergrangeprimary.co.uk

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Executive Headteacher: Ms Sarah Beard

Head of School: Mrs Elizabeth Whitehead

Friday 21st September 2018

Bessemer Club (After School Club)

Dear Parents and Carers,

Please remember that last minute bookings for Bessemer Club should only be made in emergencies.

Children should attend Bessemer Club on the days for which they have been registered. Any changes to these days must be made by Friday morning **at the latest** for the following week. Any sessions which are cancelled or not attended after this will still be charged, and any bookings made after this might not be able to be accommodated if the club is fully booked.

These guidelines are in place partly due to the need to ensure safe staffing ratios, and partly to ensure that our registers are accurate for safeguarding purposes.

Please see the office if you are unsure of the days on which your child is registered to attend Bessemer Club.

Yours sincerely,

Elizabeth Whitehead