

Tranmere Park Primary School  
Headteacher: Mrs Kirsten Finley  
Ridge Close, Guiseley LS20 8JJ

T 01943 875 050  
F 01943 871 041  
E secretary@tranmerepark.leeds.sch.uk



2<sup>nd</sup> February 2017

Dear Parent

## Re: Tranmere Park Holiday Club

We are once again pleased to inform you that we are able to provide Holiday Club care for 30 children daily during the **first 3 weeks** of the summer holidays, Monday – Friday, commencing Monday, 24<sup>th</sup> July, 31<sup>st</sup> July and 7<sup>th</sup> August 2017. All activities will take place on site and the club will be led by a member of Tranmere Park teaching staff, supported by 2 members of support staff.

The club will be open to current Tranmere Park children only from 8.00-5.30pm and the cost will be per child £25.00 per day, £125.00 per week. There will be no reduction in price for dropping your child off at a later time or collecting your child earlier during the day. Parents will be required to provide a packed lunch and snacks for your child but school will provide toast and a drink in the morning and a biscuit and a drink in the afternoon.

Places will be allocated to ensure the running of the club is financially viable for school. Therefore, those parents requiring full weeks will be allocated places first, providing the form is returned to the school office by the deadline stated, accompanied by the requested deposit and that future payment deadlines are met. Full payment will be required before the end of April to ensure this venture remains financially viable for school. Deposit payments will not be refunded if you decide to withdraw from the club or cancel any days that you have previously sent in a deposit for. If you are granted a place and your child is absent for any reason, no refunds will be given. This may seem unfair; however school needs to ensure the club does not incur costs which impact on the main school budget.

**If you wish to apply for a holiday club place, school will require a deposit of £10 per day, per child, accompanied with your application form, by Monday 20<sup>th</sup> February 2017.**

**E.g. If you have 2 children and require 2 full weeks, a deposit of £200 will be required.**

**The remaining balance (if you are successful in obtaining a place) will be in 2 equal instalments no later than Monday, 27<sup>th</sup> March and Monday, 24<sup>th</sup> April 2017.**

**Your form will be returned to you if no deposit is received.**

**Before applying for a place please ensure you have carefully read all of the information above.**

The allocation of holiday club places will be finalised by Mrs Finley.

A copy of this letter and an application form are also available to download from the school website [www.tranmerepark.leeds.sch.uk](http://www.tranmerepark.leeds.sch.uk)

School reserves the right to withdraw any of the holiday weeks if it is not financially viable to run.

If you have any queries regarding the Holiday Club please do not hesitate to contact either myself or Mrs Sanderson (School Business Manager).

Yours sincerely

*Kirsten Finley*

Mrs Kirsten Finley  
Headteacher

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**TRANMERE PARK HOLIDAY CLUB APPLICATION FORM**

Name of each child \_\_\_\_\_

Current class/es \_\_\_\_\_

Please tick the days and weeks you require

**PLEASE ENSURE YOU ENCLOSE A £10 DEPOSIT FOR EACH CHILD, PER DAY REQUIRED**

**Cheques are payable to 'Tranmere Park School Fund Account'**

Thank you

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
W/C 24.07.17					

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
W/C 31.07.17					

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
W/C 07.08.17					

Please complete one of the following:

- 1. I enclose a cash deposit of £
- 2. I enclose a cheque deposit of £
- 3. I wish to pay using childcare vouchers.

**Please note we only accept vouchers from Sodexo, Eden Red, Computer Share and Kiddi Vouchers. All payments need to be paid by the deadline dates or the place will be withdrawn.**

**My childcare voucher provider is \_\_\_\_\_**

I agree that I will pay the remaining balance in 2 equal instalments, (subject to confirmation of a place being granted) payable no later than Monday, 27<sup>th</sup> March, and Monday, 24<sup>th</sup> April 2017.

Signature \_\_\_\_\_