



Welly Extra

Dear Parents and Carers,

I am writing to let you know of some changes to Welly Extra coming into effect for the new academic Year.

Bookings and payments

All accounts need to be in credit and paid in advance to guarantee your agreed place in Welly Extra. This also applies to those accounts using Childcare Vouchers.

Please ensure any outstanding amounts are cleared by the end of July.

Fees

Breakfast club remains at £4.25 per session, to include a cold breakfast

Welly 3.30 – 4.30 £3.50

Welly Extra afternoon sessions £7.50 to include a snack

Opening hours

Morning session 07.30 – 08.45

Afternoon session 15.30 – 18.00 Monday – Thursday

15.30 – 17.00 Friday

There is a very limited uptake on Fridays, and most children are collected before 5pm and this has been reflected in the opening hours. We have 40 places available Monday – Thursday but only 20 places on a Friday.

Please complete the attached form that shows the sessions you intend to book on a regular basis. This will form part of your contact with Welly Extra.

Please ensure you only book the places on Scopay have been approved on your booking request as this is the only way we can ensure the correct adult: child ratios are in place for the safety of your child. If you require as a one off, a slot outside of these times please email your request to wellyextrateam@wellingtonprimary.org.uk. We cannot guarantee that we will be able to accommodate you.

Please read and sign the enclosed updated Terms and Conditions. This is required before continued use of Welly Extra.

We will notify you when the bookings are open for Term 1 by text.

Yours sincerely,

Mrs C. Addis

Primary Cluster Headteacher



Welly extra booking request

Pupil Name:

Class:

Starting Date:

Please tick the sessions you require

Day	AM session 07.30 -08.45	Welly 3.30 – 4.30	Welly Extra 3.30 – 6.00 (5pm on Fridays)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Date:

Parent Name:

Parent Signature:

Office use only: Date completed:

Welly Extra booking request approval confirmation

Day	AM session 07.30 -08.45	Welly 3.30 – 4.30	Welly Extra 3.30 – 6.00 (5pm on Fridays)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Staff Signature:

Name:

Please note that if you require any additional sessions these must first be requested in writing and authorisation given before you can proceed with booking.