

BOURNE ABBEY CHURCH OF ENGLAND PRIMARY ACADEMY

CEO/Executive Headteacher: Mrs S J Moore

Acting Head of School: Mr P Houghton

Email: Abbey.Ark@abbeyacademies.co.uk

Abbey Road
Bourne



ABBHEY ARK
CHILD CARE

Tel: 01778 391695

7th June 2024

Dear Parents/Carers

SEPTEMBER 2024 SESSIONS

It is that time of year when we begin to plan ahead and think about next September. Lots of our wonderful children will be moving on to start primary school and begin their new adventures in Reception. However, many children will still be staying with us at Abbey Ark, some will stay in the Happy Hippo room for another year, some will be moving up into the Jolly Giraffes.

For those children who are staying with us, we will assume that you want their sessions to stay the same for next academic year.

If you wish to request a change in the sessions your child attends, please complete the attached sessions form and return it to us by **Monday 17th June**. We are already nearly at full capacity on most days now and some days are already completely full, so this means that sessions will be allocated on a first come, first served basis based on the availability that we currently have.

We do also have a waiting list, so if the sessions that you would like are not available, there will be the opportunity to be added to the waiting list. If sessions become available during the year, or if other children amend their sessions, those on the waiting list will be offered a place. The waiting list will also operate on a first come, first served basis.

We do appreciate that circumstances may change, and you may need to amend your sessions. We will always try our best to accommodate any changes, however we do ask that you give us at least a month's notice please.

If you wish to book your child in for any extra sessions during the holidays or during term time, we will also require a month's notice to allow for sufficient time to update the invoices accordingly.

If your child will be eligible for 15/30 hours funding, please complete the attached funding consent form so that we can validate your entitlement code. If your child is already in receipt of 15/30 hours funding, please ensure that your code is valid as it may need renewing again before September.

All forms can be returned by email to abbey.ark@abbeyacademies.co.uk. Alternatively, if you cannot access either form, please do let us know and we will be happy to provide you with a hard copy.

As always if you have any questions, please do not hesitate to contact me.

Kind regards,

Miss Dagleish
Abbey Ark Manager