



### Aire View Site

Elliott Street, Silsden, Keighley,  
West Yorkshire BD20 0AW  
T: 01535 653 290

### Hothfield Site

Hothfield Street, Silsden, Keighley,  
West Yorkshire BD20 0BB  
T: 01535 210 666



Silsden  
Primary School

12th July 2021

Dear parents / carers

As a regular user of our Sprouts, our before and after school provision, we are making some changes to our provision and our terms and conditions with effect from September 2021.

With the forthcoming relaxation of Government Covid regulations and the removal of year group “bubbles”, it is our intention to bring Sprouts back together onto one site with effect from 1<sup>st</sup> September 2021.

Operating on one site will be exactly the same as it was prior to March 2020. Pupils are to be dropped off and picked up from the Aire View site main office and we will arrange for KS2 pupils to be escorted to the relevant sites, as detailed in our handbook, which can be viewed on our school website.

There is a high demand for our before and after school provision and to ensure that we can continue to offer a place for your child from September, please could you complete the attached PING form with your requirements for the next academic year. If you are unable to confirm your requirements because your working pattern is fluid, please tick the “Working Rota” box- please could provide an indication of the number of sessions you will require.

**To guarantee a place for September, please complete the attached PING form by 10am on MONDAY 19<sup>th</sup> JULY 2021.** If you do not complete the form by this date, we may not be able to guarantee a place for your child.

Please also find attached a copy of our revised terms and conditions that come into immediate effect. A summary of our key changes are:

- Where my child is booked for PM session 1 and they have not been collected by 4:45pm, I will pay a late collection charge of £3.00 per quarter of an hour (or part thereof), added to my next invoice. Where my child is booked until 6pm and has not been collected on time, I will pay a charge of £6.00 per quarter of an hour (or part thereof) to cover the costs of staff who are legally required to supervise my child.
- Where payments are not made in advance and arrears are accumulating, I understand that “Silsden Sprouts” will automatically cancel my child’s place if arrears

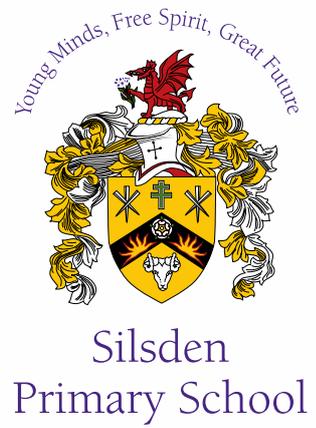


### Aire View Site

Elliott Street, Silsden, Keighley,  
West Yorkshire BD20 0AW  
T: 01535 653 290

### Hothfield Site

Hothfield Street, Silsden, Keighley,  
West Yorkshire BD20 0BB  
T: 01535 210 666



have not been settled for the previous half term and take action to recover payments owed.

- Changes to confirmed sessions, ad hoc/casual bookings must be made in writing are not guaranteed. Requests must be e-mailed to Sprouts e-mail account [sprouts@silsden.bradford.sch.uk](mailto:sprouts@silsden.bradford.sch.uk) at least 2 full working days before the date required. Any requests made by phone or where the full notice time is not given, will automatically be declined.
- Rota amendments must be e-mailed to [sprouts@silsden.bradford.sch.uk](mailto:sprouts@silsden.bradford.sch.uk) at least 5 working days before the first date required – adhering to this timescales will guarantee a place for your child for the sessions required. Any requests that are required within 5 working days cannot be guaranteed. Any request with less than 2 full working day's notice will be declined.

If you have any questions relating to our Sprouts provision, please do not hesitate to get in touch.

Kind regards

K.S Russell  
Headteacher