

21st April 2017

Dear Parent/Carer,

Re: May Half Term Holiday Club Request

We are now planning the May half term Holiday Club. All pupils will be given the opportunity to attend, however due to the popularity of the scheme we may have to limit the number of days available for each pupil in order to maintain a high quality provision in a safe and secure environment.

Important information

The Holiday Club runs from 8:30am - 3:30pm each day throughout the half term holiday from **Tuesday 30th May to Friday 2nd June.**

The cost of the Holiday Club is **£5.00 per day** payable by return. Payment must be made before a place on the scheme can be guaranteed and a refund will be made for any days on which it is not possible to accommodate your child. Payment can be made online through the school website using Paypal or by cash or cheque made payable to 'New Bridge MAT' through the school office.

Please provide your child with a packed lunch that **does not require heating or cooking** on each day that they attend as lunch is not available through school. **As we have limited time and cooking facilities available to us in the holidays, we would request that your child brings in sandwiches or cold food. We are unable to prepare items such as pot noodles or to cook pizza or other meals and we would be grateful if you could send in a cold alternative for your child.** If your child follows a special diet that requires heated food, please let us know before the end of term. Please be aware that only pre-packaged meals can be heated in school as the regulations around reheating food mean that we are unable to heat up anything you have cooked at home.

Medication

Please be aware that there are no nursing staff available on site during the Holiday Club, and Holiday Club staff do not have access to any medication that your child already has in school. Therefore, it is essential that you follow the guidelines below if your child requires any form of medication to be administered over the holiday period:

- We can only accept medication in its original packaging
- We should be able to read the name and expiry date on the packaging
- We must have permission to administer each separate medication that your child is taking

Please complete the attached consent form and send the medication that your child will require **specifically for the Holiday Club** into school for the attention of Kelly Lockwood. If your child has medication which needs to be administered through a gastrostomy tube during the Holiday Club, please contact the nursing staff at school before the end of term.

Please advise on the attached form if your child has any allergies to essential oils which may be used in the foot spa and massage sessions.

Ring and Ride

If you have no other way of getting your child to the Holiday Club, you may be able to use the Ring and Ride service. **Your child can now only access the Ring and Ride service if they hold either a TfGM Concessionary Plus Pass or a TfGM Concessionary Disabled Person Pass**, are a resident of Oldham and are registered with the service. There are only a very limited number of places available on a first come, first served basis and these are allocated by the Ring and Ride service and not by school.

Please note that following changes to the service, your child will only be able to travel if you supply Ring and Ride with the bus pass information requested on the attached booking form. Travel is free for holders of a TfGM Concessionary Plus bus pass, and £1.20 per journey (i.e. £2.40 for a day's travel to and from Holiday Club) if your child has a TfGM Concessionary Disabled Person Pass. Ring and Ride registration forms and TfGM Concessionary Plus bus pass application forms are available from school on request.

There is an additional charge of £1.00 per day to go towards the cost of the New Bridge staff who work as escorts on the Ring and Ride buses, which should be added to the Holiday Club payment and paid online via the school website or sent into school.

Please be aware that Ring and Ride organise all the bus routes, pick up and drop off times, and these times may vary depending on their other commitments. The Ring and Ride service is a separate organisation from New Bridge School, and we are working together to improve the process of applying for a place on their service over our holiday periods. If you would like to request a place on the Ring and Ride service, please complete the attached form and return it to Jane Hilldrup at the main school site before Friday 28th April.

Holiday Club Activities

Please find attached a Holiday Club activity timetable. As all the activities are open to everyone we cannot guarantee that your child will get all their requested options. We would like your child to choose two activities in each session and we will ensure that they are given one of their choices.

Please indicate the date(s) that you would like your child to attend the Holiday Club and return both the request form and your activity preferences to Jane Hilldrup **no later than Friday 28th April 2017** even if you are unable to enclose payment with your request. **If we do not receive the form back in time we will be unable to allocate a place for your child, as considerable work is needed to plan and ensure we have the necessary staff in place for the Holiday Club.**

If you require any further information, please do not hesitate to contact me at school on 0161 883 2401.

Yours sincerely,

Karen Bingley
Extended Schools Director

May Half Term 2017 Holiday Club Request

Name of child: _____

I would like to request a place for my child on the following day(s):

	Monday 29th May	Tuesday 30th May	Wednesday 31st May	Thursday 1st June	Friday 2nd June
Days requested:	BANK HOLIDAY				

I have paid £..... online / I enclose £..... payment for the May Half Term Holiday Club. (please make cheques payable to '**New Bridge MAT**')

Ring and Ride

- I would like to request a place for my child on the Ring and Ride service. I have supplied my child's bus pass information and indicated the days required on the attached form
- I would like to request a registration form for Ring and Ride
- I would like to request a Concessionary Plus Bus Pass application form
- Only for those who use the Ring and Ride service:* I enclose an additional **£1.00** per day towards the cost of the New Bridge School escorts. I understand I need to pay the driver each day for my child's travel if they have a Concessionary Disabled Person Pass pass.

Signed: (Parent/Carer) _____ Date: _____

**Please return with payment and activity preferences
to Jane Hilldrup no later than Friday 28th April 2017**

May Half Term 2017 Holiday Club Medication

Name of child: _____

My child has allergies to the following essential oils:

I give my permission for New Bridge staff to administer the following medication:

Medication and Dose	Time	Date
		30/05/2017
		31/05/2017
		01/06/2017
		02/06/2017
		30/05/2017
		31/05/2017
		01/06/2017
		02/06/2017
		30/05/2017
		31/05/2017
		01/06/2017
		02/06/2017
		30/05/2017
		31/05/2017
		01/06/2017
		02/06/2017

Signed: (Parent/Carer) _____ Date: _____

Ring and Ride Request – May Half Term 2017 Holiday Club

Child's name: _____

Ring and Ride passenger number: _____

Please note that following recent changes to the Ring and Ride service, your child will only be able to travel if you complete the following bus pass information:

My child holds a **TfGM Concessionary Plus Pass:**
 expiry date _____
 last 8 digits of pass number _____ and is eligible for free travel

or

My child holds a **TfGM Concessionary Disabled Person Pass:**
 expiry date _____
 last 8 digits of pass number _____ and pays £1.20 per single journey (£2.40 for each day at Holiday Club) directly to the driver

I would like to request transport on the following days:

	Tuesday 30 th May	Wednesday 31 st May	Thursday 1 st June	Friday 2 nd June
Days requested:				

I understand that I will need to contact Ring and Ride on 0161 200 6011 the week before the Holiday Club starts to confirm the days they have allocated my child a place and the expected pick up and drop off times.

Signed: (Parent/Carer) _____ Date: _____

Please return with payment and activity preferences to Jane Hilldrup no later than Friday 28th April 2017

