



NEWTs

BREAKFAST AND AFTER SCHOOL PROVISION

2020-2021

Newts

c/o Hampton Wick Infant and Nursery School
Normansfield Avenue Teddington Middlesex TW11 9RP

Newts Clubs email: newts@hamptonwick.richmond.sch.uk

Tel 07989 613502

(HWINS Ofsted Unique Reference Number: 102889)

Newts Breakfast and After School Provision Application Form

For office use only
Date Received by school
office:

Name of Child:	Date of Birth:
Name of Parent/Carer:	Contact Number:
Home Address:	E-Mail Address:
Year Group your child will be attending for the coming academic year:	

To indicate the sessions and days you require please tick below:

Newts Breakfast and After School Provision	M	T	W	Th	F	Regular weekly place	Casual use only (Ad Hoc)	Autumn Term	Spring Term	Summer Term
Early Breakfast 7.30am - 8.45am										
Breakfast Provision 7.45am - 8.45am										
After School Provision 3.15pm - 6.15pm										
Emergency Care 3.15pm - 4.30pm	Ad hoc only Please circle if you feel this may be necessary at any point in the year (Please note limited availability dependant on staffing levels).									

Please return this application form and registration fee to the school, to register your interest.

PLEASE NOTE: A £15.00, one off, **non-refundable** registration fee (per child) is payable with this application.

Cheques Payable to 'Hampton Wick Infant and Nursery School'

Bank transfer to **The Royal Bank of Scotland (Nat West)**, Account Name: **Hampton Wick Infant & Nursery School** Account Number: **63459922** Sort Code: **60-22-03**

Please reference bank transfer with **NEWTS REG FEE** and your child's initials

Places are allocated in the order that the application is received with priority given to siblings and those requiring 5 days a week.

Requests for breakfast or after school provision places to begin in the Spring and Summer terms cannot be guaranteed or confirmed until the end of the Autumn Term.

A waiting list is in operation and we will do our best to accommodate your requests.

Once processed, where we are able to offer a place, contracts and admission forms will be issued and should be returned promptly to Newts to confirm your requirements.

Your child will not be able to attend Newts until the signed registration form and contract has been returned.

If places are not available you will be informed in order for you to make other child care arrangements.

Waiting List: If we are unable to offer you the place/s that you request we operate a waiting list for any places that do become available.

Your child's name will automatically be entered on the waiting list on receipt of your application form and registration fee.

Dear Parents/ Carers,

'Newts' Breakfast and After School Provision

We are delighted to inform you that 'Newts' will continue to provide Breakfast and After School provision for the whole school in the coming academic year. Breakfast and After School provision is available every day – **term time only** and excluding inset days.

There is a non-refundable registration fee of £15.00 (per child). Fees will be adjusted annually (current session fees are available on the next page)

Regular Places: We offer regular weekly places which, once allocated to and accepted by you, will mean that we guarantee that place for you. Therefore, the fees will need to be paid **regardless of any absences.**

Ad Hoc Places: We can offer 'ad hoc' places for use on a casual basis. You will need to pay the registration fee of £15.00, complete the registration form and give us at least 24 hours' notice of your intention to use Newts Breakfast and After School provision. We cannot guarantee places, as they will be subject to availability, but if available and booked they will be charged for.

Our admission policy is that we allocate places to children attending HWINS who require 'regular weekly places' first with priority being given to children on the waiting list from the previous year, then siblings, then to those who need 5 days a week, then 4, then 3 etc. Any vacancies are made available to children requiring "ad hoc" places.

Yours sincerely,

Jo Green

Newts Manager
07989 613 502

newts@hamptonwick.richmond.sch.uk

‘Newts’ Breakfast and After School Provision Fees
School Year Sept 2020 to July 2021
(Fees will be assessed and adjusted annually)

Registration Fee: **£15.00** (This is a one off, non-refundable fee for each child for administrative costs.)

Early Breakfast Provision: **£7.30 per session**
From 7.30am

Breakfast Provision: **£6.00 per session**
From 7.45am

Available to the whole school - includes breakfast

After School Club: **£19.00 per session**
3.15pm - 6.15pm

Available to the whole school - includes a healthy snack and a light evening meal

Emergency After School Care: **£ 10.30 per session**
3.15pm-4.30pm (When and if places are available)

All fees can be paid for using the government ‘Tax-Free Childcare’ scheme or we accept childcare vouchers.