



# Kents Hill Park School

Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ  
Headteacher: Mr. James Pilgrim

18 July 2018

Dear Parents/Carers,

## Wrap-around School Childcare Provision

We are pleased to be able to offer wrap-around care for pupils in conjunction with Oakgrove Primary School.

At Early Oaks Breakfast Club children can be dropped off anytime from 7.45am until 8.15am. The children are offered a nutritional breakfast followed by the chance to participate in fun, educational activities or catch up on any homework they have. The fee for each session is £5. Children will be transported to Kents Hill Park Primary School, with a staff member, in time for the start of the school day.

At Late Oaks, the children will be transported directly from their classes to the club at the end of the school day. They are given an initial snack and drink before they are then free to take part in any of the numerous activities that are set up for them to engage in each day. The children all sit together for a light hot tea at 4pm. Parents have a choice of two payment sessions to book; for a parent collection up to 4.30pm the cost is £8, and for a parent collection up to 6pm the session cost is £10.

Bookings and payments for both clubs must be made directly from a pupils' Tucasi account. A letter is enclosed explaining how to register for your online Tucasi account. Accounts must have the required credit available in their Tucasi accounts to book sessions therefore, please ensure you register your account and place a credit onto your account before booking any sessions you require.

Childcare vouchers will be accepted, please complete and return the attached booking form including all the childcare voucher information requested. Please allow sufficient time for your childcare voucher credit to reach us before booking sessions. Until your voucher credit is showing on your Tucasi account, you will be unable to book sessions.

Whilst we will seek to offer as much flexibility as possible, due to the need to plan for staffing ratio, we cannot guarantee places for children unless they are booked in advance. If you book a session but your child does not attend, you will be charged for the session. Sessions should be booked at least one week in advance, however, we understand circumstances can change, therefore, sessions can be booked up until midnight two days prior to the required sessions.

Please be aware that you will incur a fee as detailed below, if your child is picked up after the end of the session you have booked and paid for:

Late pick up details	Fee
4.30pm session bookings picked up between 4.30pm and 6pm	Increased to the £10 charge
6pm session bookings picked up after 6pm	£5 for the first 15 minutes and £1 per minute late thereafter

These fees will be debited from your Tucasi account.

[www.kentshillpark.school](http://www.kentshillpark.school)

Email: [enquiries@kentshillpark.school](mailto:enquiries@kentshillpark.school)

Telephone: 01908 533290



Pupils will need to be dropped off in the morning and collected in the evening from Oakgrove Primary School.

The address is:

Oakgrove Primary School  
Atlas Way  
Oakgrove  
Milton Keynes  
MK10 9SG  
Telephone: 01908 545300  
Email: [primary@oakgrove.school](mailto:primary@oakgrove.school)

Kents Hill Park School will organise transport to and from school.

Please complete and return the enclosed form before booking any breakfast or after school club sessions. You can return the completed form by email to [enquiries@kentshillpark.school](mailto:enquiries@kentshillpark.school) or alternatively by post to the school address.

If you have any immediate queries, please contact Alison Lunn on 01908 545313.

Yours sincerely  
School Office

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