

# Spring Meadows Out of School Club Stevenage

Newsletter February 2016



## Bookings

Letchmore school have kindly agreed we can use the smaller classroom just off the dining room (the one Anthony uses as an office) This has enabled us to increase our numbers to 40 children per session.

Therefore, anyone on the waiting list will be offered a place. There will also be more flexibility on last minute ad hoc bookings - These must still be booked though.

Any booking queries please email [abi@springmeadows.co.uk](mailto:abi@springmeadows.co.uk)

## Holiday Club - Easter

**4TH - 15TH APRIL**

**TO BOOK ON, PLEASE EMAIL ABI:  
[ABI@SPRINGMEADOWS.CO.UK](mailto:ABI@SPRINGMEADOWS.CO.UK)  
PLANS ON THE WEBSITE**

## Absences

it is very important the you let us know if your child is not attending a session they are booked on to. please do this by emailing [abi@springmeadows.co.uk](mailto:abi@springmeadows.co.uk)

Please make sure you sign your child out before you leave club.

**To avoid health and safety issues with the floor being cleaned, if you collect after 6pm please collect your child from the Mar Room.**

Letchmore have also asked me to remind all parents that after school has finished you are not permitted to enter the school for forgotten water bottles, coats etc. you must collect your child from the dining hall and leave through the dining room. Do not walk through the car park gates, please use the pedestrian gates.

If your child requires an epi pen, inhaler etc Spring Meadows must have one on site. we cannot rely on being able to access ones you leave in school as once the school office is closed; we do not have access to this. Please make sure they are kept up to date and that you inform Spring Meadows of any changes.

**Breakfast club opens at 7.50am Monday to Friday.**

**After school club closes at 6.15pm. Please collect your child promptly by this time.**

***If you require your child to have breakfast, please bring them early enough.***

**\*\* If you have any queries/comments or feedback with regards to Spring Meadows, Please email [abi@springmeadows.co.uk](mailto:abi@springmeadows.co.uk) \*\***

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