



Registered Charity Number: **1142955**  
OFSTED Registration Number: **EY445021**

Welcome back, hope you all had a wonderful Christmas and we would like to wish all our families a very Happy New Year.

We would like to thank all of you who bought Christmas gifts for us, very much appreciated.

Thank you also to all of you who bought raffle tickets for our luxury hampers. The top hamper was won by Charlotte and Joe Rutherford, well done to you and to all the other lucky winners.

The Bonus ball was number 40 and won by Len Brook, well done.

#### Committee Business

**Please note our next committee meeting will be held at The Bell Public House on Wednesday 15<sup>th</sup> January at 7 p.m.**

#### Email account

Can we please remind all parents to use our [info@botesdale-after-school-club.org.uk](mailto:info@botesdale-after-school-club.org.uk) email address to write to us? We will continue to send emails using our Gmail account, together with newsletters and information regarding the club.

#### Term Dates:

Return to school 7<sup>th</sup> January  
Half term week commencing  
17<sup>th</sup> February  
End of term Friday 3<sup>rd</sup> April

#### Telephone Number

Should you need to contact us by mobile, please continue to use the following number;  
**07952 961285**

**This is the only number to be used**

#### Facebook

Please like our page and leave valuable feedback if you wish. You will also find valuable information on our page.

#### Website:

[www.botesdale-after-school-club.org.uk](http://www.botesdale-after-school-club.org.uk)

Autumn Newsletter



### Weather

It is still too cold outside so the chances of getting out are very slim. If we feel there is a warm enough day and light is good, we will take the children out for a small amount of fresh air before returning to the club. Please watch out for the red sign on the kitchen window indicating if we are in or out.



### Policies and Operational Portfolio

A full set of policies and procedures including our new payment policy, can be found on the signing out table should you wish to look at them, along with our Quality Standards Operational Portfolio.

Please note invoices are sent out via email on the 1<sup>st</sup> day of each month. You have 5 working days in which to pay your invoice after which time a late payment letter will be sent. A further 5 working days after that a late fee of 10% will be added on a weekly basis for up to one month.

All our policies can also be viewed on a website.

### Children's belongings

Please can we ask all parents to make sure their children's belongings are named clearly. We cannot be held responsible for the loss or damage of items at the club.

### Sickness/Non-Attendance

Can all parents contact us on or before 9.30 a.m. on the day if they know their child or children will not be attending either clubs? Most importantly the children who we collect from the other schools. Each week we send drivers out to five other schools and just one child down makes a big difference to the number of vehicles which are sent out.

A **non-attendance fee of £2.50** will be charged if we don't get notification on or before this time of 9.30 a.m.

### Nut and food allergies

Could all parents please be aware some of our children do have food allergies. We would ask that children do not bring into the club any snacks which contain peanuts or egg. Please check the bold ingredients on packaging.

### Fund Raising Events

We will again this term be holding our annual Easter Egg bingo fund raising event. We have yet to decide a date but it should be just before we break up for Easter on 3<sup>rd</sup> April

Watch out for the date to put on your calendars.



Once again thank you for your support during the year attending our fund-raising events and buying raffle tickets for our Christmas hampers. All monies raised is ploughed back into the club and used to purchase resources for the children. We recently purchased a new TV with a super duper DVD player which plays great films. The children love to unwind at the end of a hard school day watching a good movie!

If you or your children have any suggestions for things they would like to see at the club, please let us know.

### Tuck shop dates for this term

Wednesday 8<sup>th</sup> January  
Thursday 16<sup>th</sup> January  
Friday 24<sup>th</sup> January  
Monday 27<sup>th</sup> January  
Tuesday 4<sup>th</sup> February  
Wednesday 12<sup>th</sup> February

Our bags are made up with 50p worth of sweets.

As per our email if you would like your child/ren to have a bag of sweets, we will mark this on the signing out page on our attendance sheet and the cost will be added onto your monthly invoice.

**Please note these sweets might contain nuts or egg.**

