



The Grove Primary School

Campkin Road, Cambridge. CB4 2NB

Tel: 01223 577017 Fax: 01223 577018

Email office@grove.cambs.sch.uk Web www.thegroveschool.net

Headteacher Ms Karen Martin



10th October 2014

Dear Parents/Carers,

Changes to Pitstop

In July we wrote to you and informed you that we would be reviewing the staffing levels and fees for Pitstop. It has been a pleasure to see more and more families making use of Pitstop, it is now proving to be much more popular than ever. In light of the increase in demand we need to ensure that we have adequate staff in place during the busier sessions, and have therefore had to review the charges and charging structure at Pitstop. This will then enable us to plan and fund staffing levels accordingly and ensure that the correct level of care is being provided for the children.

Therefore we are writing to inform you about the changes that will be taking place at Pitstop. Please note that the changes will take effect from Monday 3rd November 2014, the start of next half term.

Bookings and Charges

From Monday 3rd November 2014 the charges for Pitstop will be –

Breakfast Club - £3.00

3.15 – 5.00pm - £6.00

3.15 – 6.00pm - £9.00

However, if bookings are made in advance for the **whole of the forthcoming half term, and paid weekly in advance**, a discount of approximately 15% will be offered. The termly advance bookings will be –

Breakfast Club - £2.50

3.15 – 5.00pm £5.00

3.15 – 6.00 pm £7.50

We still ask that all bookings for the week are made on the Pitstop Booking Form and returned to the Office or Pitstop by midday on the Monday. Any late and additional bookings must be made in person at the office or by telephone by midday on the day. No bookings can be made after midday unless there is an exceptional circumstance. The booking form is on the school website (www.thegroveschool.net).

Cancelled sessions and Charges

This will remain the same, full fees will be charged for all booked sessions unless 24 hours notice is given of cancellation. The only exception is if the child is absent from school due to illness.

Late Charges

The last pick up time is 6.00pm, There will be a charge of £3.00 for each 5 minutes a child is not collected after this time. This is being introduced to cover the additional costs incurred by the school if children remain at Pitstop beyond 6.00pm.

If you have any further questions please contact the office or myself,

Kind regards,

Mr Alan Ball
Chair of the Governing Body

Please sign and return the slip

I have read and acknowledged the changes being made to Pitstop with regards to the Booking and Charges from 3rd November 2014

Signed..... Name.....

Name of Child/children.....

Date.....
