



Leedon Lower School

Highfield Road
Leighton Buzzard
Bedfordshire
LU7 3LZ

Telephone: 01525 374713
e-mail: leedon@leedonlowschool.co.uk
www.leedonlowschool.co.uk
Head Teacher: Mr R Benson

Learning Without Limits

20th May 2025

Dear Parents/Carers

We are writing with a few reminders concerning the Out of School Club. These are just to clarify the guidelines that we would like everyone to follow when they use the club.

- **Morning Drop off:** Children cannot be left until 7.30am as we have no insurance cover before this time. Please make sure you sign your children in on the registration book, this informs the charging system.
- **Collections:** Children must be collected by 5.30pm when the club closes. If you are unexpectedly held up for any reason, please contact the school on 01525 374713 to let the staff know your expected time of arrival. This means they can reassure your child that everything is okay. If you arrange for another adult to collect your child at any time, please make sure the staff know and offer a password for validation. Please remember to sign your child out with the exact time of collection, as this is the time that will be used for charging you. Charging periods will be made up half-hourly, these are 4.00pm, 4.30pm, 5.00pm, and 5.30pm.
- **Payments:** You will be issued an invoice by email at the end of each month with the amount owing. When more than one month's payment is outstanding, you will be issued with a statement along with the outstanding invoices. Failure to pay will result in no further access to the service until the balance is cleared. If you would like to discuss any payment queries, please call Mrs Harris or Miss Eldridge in the main office.
- **Cancellations:** Please ring and let the staff know if you are not going to use the place that is booked for your child. This saves them chasing around classrooms at 3.30pm to find out why children are not attending.
- **Morning Sessions:** If your child comes to early sessions, the staff are happy for them to eat breakfast in the club, although we cannot provide it for you. It will need to be brought in from home.
- **Evening Sessions:** We will provide all children with a snack and drink during the session, but children are welcome to bring a packed tea with them, especially if parents are not collecting them until 5.30pm.

Thank you for your support.

Mr R. J. Benson
Head Teacher