

Tuesday 25th April

Dear Parents/Carers,

Oswald Road Wraparound Care

As per our previous communication, Oswald Road is bringing wraparound care in house from September 2023. We will be using the same registration system as is currently in place. Please see below.

Registration forms for the breakfast and afterschool club for the new academic year 2023-24 will be sent out via email with a Google Form on **Tuesday 2nd May 2023** between 10am and 10.30am. Please ensure you complete all parts of the registration form. Incomplete forms cannot be accepted.

The deadline for current users and those on the waiting list will need to complete the form before 6:00pm on 11th May 2023 in order to secure your current sessions or place on the waiting list. New users and current users requesting additional sessions are advised to complete your forms as soon as possible.

Further information regarding our 2023/24 registration and allocation procedure.

Current Parents/Carers

If we do not receive your form before the deadline given, we will assume you do not require a place for September and you will lose your guaranteed places.

Any subsequent request for places will be treated as a new request and will be allocated on a first come first serve basis along with the new users.

Siblings of current users on the waiting list will be added to the waiting list alongside their sibling's position. We cannot guarantee any additional days to what you have now. Please note, if you are already on our waiting list for certain days, please ensure you put these days on your new form or you will be removed from the waiting list. Some parents have been



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offered a place on a temporary basis until July- please be aware this does not secure your place for September and you will remain at your current position on the waiting list.

We understand that some of you are currently attending certain days, which you are using until your specified days become available, please make a note to us to confirm this.

Parents/Carers currently on waiting list

If we do not receive your form before the deadline given, we will assume you do not require a place for September and you will lose your spot on our waiting list and will be removed.

Please note if you are already on our waiting list for certain days please ensure you put these days on your new form or you will be removed from the waiting list. We cannot guarantee any days that you are positioned on the waiting list due to accepting EYFS siblings of current users first and any remaining spaces will be offered to those on this year's waiting list. Any subsequent request for places will be treated as a new request and will be allocated on a first come first serve basis along with the new users. Siblings of those already on the waiting list will join alongside their sibling on the list.

New Parents/Carers

We advise you complete the registration form as soon as possible as any available places in our Little Owls (Nursery and Reception) will be allocated on a first come first serve basis after current users' EYFS siblings and current waiting list EYFS children have been allocated.

We cannot guarantee any days that you have requested and you will be added to our waiting list in accordance of the forms being returned.

Place allocation in priority order:

1. All current children are guaranteed their current day(s)/place
2. New EYFS siblings are guaranteed the same day(s), as their attending sibling
3. Children on the waiting list
4. New users and current users requesting additional days will be added to the waiting list in the order the forms are returned

Please note that the club is in high demand and already holds a large waiting list, but we do



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keep 32 allocated places for EYFS (Nursery and Reception) children. EYFS siblings and any children on the waiting list currently in Nursery will have priority of these places and will leave a limited number remaining to offer to new EYFS users.

Kind regards,

Craig Taylor

School Business Manager



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