



18th January 2024

Dear Parents,

Important Late Stay Information

THIS LETTER IS ALSO AVAILABLE TO VIEW ON PARENT PORTAL IN THE 'WHOLE SCHOOL PARENT LETTERS 2023-24' FOLDER.

We would like to update you with our revised Late Stay routines, which we have been putting into place since the start of term.

Booking onto Late Stay

From next week, you will need to book your child onto Late Stay via *magicbooking* by 12:00 p.m. on the day required, at the latest. If you need to book on after this time, you will need to get in touch with the school office and they will accommodate this. The reason for the earlier booking time is to ensure that we can cater for all children attending.

Contacting Late Stay

The telephone number for Late Stay is 07973422312. This will be answered during the hours of 3:10 and 6:00 p.m. Please do not ring before this time as it will not be answered. The email address for contacting Late Stay staff is wraparound@forestschoo.co.uk. Please ensure all enquiries are sent to this email address and not our personal email addresses, as the message may not get passed on.

Late Stay Staffing

As per the letter sent at the start of term, we will be sharing the role of Late Stay Supervisor. Mrs Booth and Mrs Henderson continue to work in Late Stay and we also have a new member of staff, Mrs Hennessey, who joins us from Monday. We also have two new Tea Time helpers who have joined us: Miss W and Miss M. Please find a list of the staff for each day:

- Monday - Mrs Singer, Mrs Booth, Mrs Hennessey and Miss W
- Tuesday - Mrs Singer, Mrs Booth, Mrs Henderson, Mrs Hennessey and Miss M
- Wednesday - Mrs Singer, Mrs Booth, Mrs Hennessey and Miss W
- Thursday - Miss Bardsley, Mrs Singer, Mrs Henderson, Mrs Hennessey and Miss M
- Friday - Miss Bardsley and Mrs Booth.

Collecting your Children

Children are to be collected from the Lower School door. Please ring the bell on arrival and a member of staff will bring your child out to you. We ask that parents do not enter the Lower School building anymore for site security reasons. This is to better safeguard the children whilst they are in our care. Please do not come to the Kindergarten door, as this will not be being opened during Late Stay.

Afternoon Tea

We have been working closely with Chef Simon to ensure that the children are offered a variety of food when they come to Late Stay. This has been working well and the children have given us their own ideas. From next week, we will have a 'Late Stay Afternoon Tea Menu'. This will stay the same each week. In order to make the meal time more efficient, the children will be served their afternoon tea in one sitting at 4:00 p.m. (if your child is at a club that finishes later,

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they will have theirs on arrival). Please note that 'afternoon tea' is a snack to tide them over to their supper at home, and not their main evening meal.

If you have any questions, please do not hesitate to contact a member of the team.

Yours sincerely,

Miss Bardsley and Mrs Singer
Late Stay Supervisors
The Late Stay Team