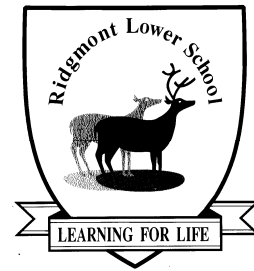


Ridgmont Lower School
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Bedford
MK43 0TS
Tel/Fax: 01525 280236
Email: ridgmont@deal.bedfordshire.gov.uk
Website: ridgmont-lower.org.uk
Headteacher: Mrs L Clark



24th May 2010

Dear Parents

Please find enclosed a booking form for the Early Birds Club for next half-term, which I would be grateful if you would **complete and return to school with your total payment** as soon as possible. The cost is £3.00 per session. Cheques preferable please, made payable to Ridgmont Lower School.

As mentioned previously, we need to use additional members of staff for Early Birds when numbers rise to a certain level. It is therefore extremely important that you bring your child to each session you have booked for and to ensure that you book in advance if possible. **We will do our best to respond to any emergency bookings made by the end of school, a day in advance but a place cannot be guaranteed on the same day.**

An additional charge of £1 per session per child will be made on non pre-booked places.

Cancellations of bookings need to be made to the office at least two days before the booked date. If we receive notice of a cancelled booking you will not be charged but if we don't hear from you and your child does not come to a booked session I am afraid we will charge you for that session. The only exception is if your child is poorly and away from school (for which we would appreciate a telephone call into school on the day of the booking).

I will return a signed copy of your booking sheet so you can keep a copy for your records.

If applicable, I have detailed below any monies owed or credits from payment made this half-term that can be offset against the cost of sessions booked for next half-term:

Money owed from current half-term including money owed
for sessions booked but not used:

Credits to carry forward:

Yours sincerely

Mrs G Dimery
School Secretary

All letters and return forms can be downloaded from the school's website at
www.ridgmont-lower.org.uk

Updated 19/04/10