



# Oakwood Primary Academy



Chief Executive Officer – Mrs A Nettleship

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Friday 1<sup>st</sup> December 2023

Dear Parents and Carers

**RE: Potential change of school opening hours and Friday afternoon childcare.**

Further to the letter dated 27<sup>th</sup> November, we are writing to find out which parents would need a space in school for their child(ren) for the Friday afternoon session, 12:50pm – 3:30pm.

Due to limited staffing, this provision is only available for households where both parents are working during this time or a single working parent family.

**Evidence for this will need to be provided.** This could be in the form of a contract which states your hours of work, or a letter from your employer on headed paper that states your working hours

This time in school will not be teaching time as this would be unfair on the pupils that were not entitled to attend this provision. Therefore, we will be offering club-type activities, such as craft and play.

Please can you fill in the form below should you require provision for your child(ren) on a Friday afternoon and return to school by **Friday 8<sup>th</sup> December**. Please do not hesitate to get in touch if you need any more information on this matter.

Yours sincerely,

Katie Hammond  
(Head of School)

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I will need Friday afternoon for my child(ren) and am happy to provide the evidence for this.

Child 1 Name \_\_\_\_\_ Year group \_\_\_\_\_

Child 2 Name \_\_\_\_\_ Year group \_\_\_\_\_

Child 3 Name \_\_\_\_\_ Year group \_\_\_\_\_

Child 4 Name \_\_\_\_\_ Year group \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Guardian

