



**Stephenson Memorial Primary School**  
**Martin Road, Wallsend, Tyne and Wear, NE28 0AG**

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Mrs K.Lilico, Acting Executive Headteacher

Wednesday 4<sup>th</sup> September

### **Tea Club Application**

Dear Parents/Carers,

As you are aware, we are continuing to run our Tea Club this year and it will commence on Monday 9<sup>th</sup> September 2019.

The Tea Club will run Monday – Thursday evenings between 3.20pm-4.30pm. This club runs various activities each night for the children to enjoy and the session commences straight after school and ends at 4.30pm. Please note, it is not convenient for you to collect your child early from the club and your child must be collected from the office at 4.30pm prompt, any parents who are continually late, may lose their child's place in the club.

The cost of Tea Club is £1.00 per night – we need this to help towards running costs and refreshments. Your child will receive a drink and snack during the club.

This previous term we have allowed parents to pay weekly and encouraged payment in advance. However, now we are asking that you pay for the full half term in advance.

This means when you return your application, you must return both application form and the full amount of payment for the half term, for you to be allocated a space. The Tea Club is running for 7 weeks in the first half term. Please adjust the payment amount for however many session you require per week. For example, if your child needs two sessions per week, you must send £14.00 payment by Monday 9<sup>th</sup> September.

Please note, if you do not send payment, your place will not be secured and you will not be allowed to commence using Tea Club.

The attached application form, is to apply for a place for this first half term (Mon 9<sup>th</sup> Sept – Thurs 24<sup>th</sup> Oct), towards the end of the half term, you will be given the opportunity to apply again for the next half term.

If you have any questions, please do not hesitate to contact me. Thank you.

Yours sincerely,

Miss S Morrison  
Admin Team

## Tea Club Application

Child's name: .....Class:.....

I would like my child to be allocated a place in the Tea Club on the following days:  
(please tick)

Monday: ☐      Tuesday: ☐      Wednesday: ☐      Thursday: ☐

My payment per week will be: £.....

My Payment for the first half term (7 weeks) will be: £.....

I agree to pay £1.00 per session for my child's Tea Club and I have enclosed  
£..... payment for this half term's Tea Club sessions.

The reasons I would like my child to be part of the Tea Club:

.....  
.....  
.....  
.....  
.....

Parent's name: .....

Signed: .....

Date: .....