



Hemdean House School Ltd
 Hemdean Road
 Caversham, Reading
 Berks. RG4 7SD
 Tel: 0118 947 2590
 Fax: 0118 946 4474
 Email: office@hemdeanhouse.co.uk
 www.hemdeanhouse.co.uk

02 February 2012

Dear Parents

We are planning to operate the usual Holiday Play Scheme during the half term break from **8.30 - 6.00** daily.

The charges are as follows:	Per session (am or pm)	£14.00
	Full day (8.30 am -6.00 pm)	£25.00

We would like to know as soon as possible if you intend to use the Play Scheme and for which days so that we can plan the activities and assess the staffing requirements. Please complete the slip at the bottom of this letter and the form on the back and return it to school.

Yours sincerely

Mrs J Harris
 Headmistress

HALF TERM HOLIDAY CARE

I would like my child to be booked in for holiday care on the following days. Please complete the grid below indicating your requirements (AM, PM or with a tick for a whole day).

Monday 13 th	Tuesday 14 th	Wednesday 15 th	Thursday 16 th	Friday 17 th

Signed

Hemdean House School

HOLIDAY CARE CONSENT FORM

Name of pupil

Address

Telephone numbers Home: Work

Mobile: Date of Birth

Doctor's address and Telephone number

.....

I agree to my child taking part in any trips to local parks/areas etc during the holidays.

I consent to the party walking or travelling in a vehicle driven by an authorised member of staff.

I declare that my child is fit to take part and that he/she will obey instructions issued.

I will notify the organiser of any ailments, allergy, condition etc which may require the attention of the organiser. I give my consent for a member of staff, with first aid training, to administer first aid to my child when required.

I authorise the organiser to act on my behalf in an emergency if she is unable to contact me or considers that it would be inadvisable to delay.

I agree to indemnify the organiser for any loss arising from damage caused by my child and any extra costs which may be incurred on her behalf in an emergency.

Signed Date

PS. Please advise us if your child does not drink orange squash, blackcurrant squash or water. Please note that toys, bikes, etc are brought into holiday care at your own risk.

Signed Date