

St. Peter's Church of England (VA) Primary School

Christian focus: Love

“Beloved, let us love one another, for love is of God”
John 4:7



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Headteacher: Mr M Conley BA (Hons), MA, PGCE

Tel: 01923 773240

Our School vision: One Family, Aiming High, Learning Together with God

Friday 24th October 2025

Dear F1 and Little Lambs Parents,

I am writing to address an important matter regarding booking hours for your children in Little Lambs and Foundation Stage 1

We have noticed that many parents are not completing the necessary bookings on MagicBooking for their children's nursery and Little Lambs hours. This is a critical safeguarding issue, as we must maintain strict legal child-to-staff ratios.

For F1 pupils, if your child will be staying beyond 11.45am, you must book the lunch and afternoon sessions through MagicBooking. Similarly, for Little Lambs, all hours of attendance must be booked in advance. We kindly request that you book all sessions, including any ad-hoc additional days, to ensure we can appropriately staff our provision. If you require any additional or ad-hoc days in the two-year-old provision, we kindly ask that advance notice is given to the school so we can make additional arrangements to ensure compliance with regards to ratios.

Please be aware that from now on, there will be a £6 late booking fee for any children not pre-booked. This fee is separate from any free funding you may be in receipt of and is designed to cover the additional administrative work and staffing costs incurred when unexpected attendance occurs.

We understand that managing bookings can be challenging, but these procedures are essential for maintaining the safety and quality of care for your children. Your cooperation is greatly appreciated and helps us provide the best possible environment for your child's learning and development.

If you have any questions about the booking process, please do not hesitate to contact the school office.

Yours Sincerely,

Mr M Conley
Headteacher

