



24<sup>th</sup> January 2023



Dear Parents/Carer

New Orchard Contract

Please find attached the new contract for The Orchard. In order to be able to plan for staffing, we need more notice of the numbers that we are expecting. The process looks very similar but you will see that it encourages you to book in advance as this reduces the cost significantly.

Please read and complete the documentation enclosed and return it to us by Friday 3<sup>rd</sup> February 2023.

Another small change we are making is that, after February half term, we would like the children to address staff using Miss or Mrs rather than on a first name basis. If you have any questions, please do not hesitate to ask.

Many thanks,

Kate Guymer  
**Headteacher**



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