

Request to Change Hive / Nursery Sessions

We usually require half a school terms notice before the requested change takes effect. This enables us to organise our provision and staffing arrangements to achieve a safe, secure and familiar environment for all the children.

We will aim to inform you within 30 days of receiving your request whether it has been possible to accommodate your request.

Name of child:

Start date of requested changes:

Session	Times	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club	07.30 – Start of School day					
Morning session	08.45 – 11.45					
Afternoon session (can only be used with funded hours)	11.45 – 14.45					
School Day (Full)	08.45 – 15.15					
School day (Funded)	08:45 – 14:45					
Extend Afternoon 30min to 15.15	14.45. – 15.15					
After School Short	End of the School day – 17.30					
After School Long	End of the School day – 18.30					
After School Extra 1hour	17-30 – 18.30					
Hot Lunch						

Please indicate which sessions you would like, then sign and date below.

By doing so, you confirm that you have read, understood, and agree to the selected sessions, the fee schedule, and the terms and conditions stated in your contract.

Name of parent/carer:

Signature:

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 ☎ 01423 502737 ✉ office@wes.rklt.co.uk www.westernps.co.uk
 Headteacher: Mrs J Slack

 **Learning Trust Alliance Teacher Training Teaching School Hub**

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Date of acceptance:

Office Use Only

- ☐ Requested sessions can be accommodated in full
- ☐ Requested sessions can be partially accommodated
- ☐ Requested sessions cannot be accommodated at this time

If partially accommodated, please provide details:

Start date agreed: _____

Additional notes/comments:

Name of staff member: _____

Signature: _____

Date: _____

