



School Site: Chanctonbury Road, Burgess Hill, West Sussex, RH15 9EY
College Site: Birchwood Grove Road, Burgess Hill, West, RH15 0DP
Tel: 01444 244133 **Email:** office@woodlandsmeed.co.uk
Headteacher: Mr Adam Rowland

July 2025

Dear Parent/Carer

College Site Before School Club 2025/26

From 8th September, a Before School Club is available daily at the college site, with three start times to accommodate different family requirements.

- 8.00am - £7.00 per day – Breakfast & Activities
- 8.15am - £3.50 per day – Activities only (no Breakfast provided)
- 8.30am - £2.00 per day – Activities only (no breakfast provided)

If you wish your child to attend from 8th September please complete the attached booking form and return to shyland@woodlandsmeed.co.uk by 22nd July 2025.

Occasional bookings can be made by contacting reception in advance.

On arrival please wait in reception with your child until a member of staff arrives to sign your son / daughter in. Pupils must not wait alone without a parent / carer until they have been met by a member of staff.

Invoices will be sent to you on a monthly basis for any sessions booked. Please make payment online using your Scopay account.

Yours sincerely,

Adam Rowland
Headteacher



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Booking form

Name of child	
Class	
Allergies	
Dietary needs	

Days required	
Times required	

I agree to bring my child to the school reception where I will wait until I am met by a member of breakfast club staff at my agreed time.	
Parent name	
Parent signature	