



St. Peter's Church of England Primary School
 Church Lane, Hixon
 ST18 0PS
 Headteacher: Mrs. C. Pilkington
 Tel: 01889 270233
flourish@st-peters-hixon.staffs.sch.uk



CHANGE OF HOURS REQUEST

Parents and carers are requested to complete this form to request permanent changes to children's booked sessions within the setting. Any amendments are subject to availability. If spaces are available in requested sessions, the setting may be able to accommodate changes to agreed hours more quickly but this is at the discretion of the school. If we cannot accommodate your change of hours request, you will be placed on the waiting list and the request actioned as soon as a place becomes available.

Child's Details

Child's Name:			
Date of Birth:		Date of Completion:	

Requested Sessions

Please indicate below all of the sessions you are requesting for your child. We will assume that you wish for these sessions to continue indefinitely unless you tell us otherwise (6 weeks' notice is required for any change in hours, see terms and conditions).

Date of Change:		Specific Date:		ASAP
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Sessions Available	Before School Session*	Morning Session	Short Lunch	Afternoon Session	Early After School Session*	Late After School Session*
		<i>For full day please tick all 3 sessions</i>				
Times	7.45am – School Start	9am until 12 noon	12 noon until 12.30pm	12.30pm until 3.30pm	School End – 4.30pm	School End – 5.45pm
Fees	£5.00	£15.00	£2.50	£15.00	£5.00	£10.00
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

* Please note starred sessions are provided by St. Peter's OOSC.

Signed (Parent/Carer):		Date:	
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Office Use Only

Application Received on:		Application Received By:	
Application reviewed by:			
Does the setting have capacity to admit the learner in the requested hours?			
Has the child been placed on the waiting list for all/part of this change?			
Confirmation of change in hours letter sent on:			
Change requested effective from:			
Change Reference			