



Cuddington Primary School

Ash Road, Cuddington,

Cheshire, CW8 2NY

Phone: 01270360030

Email:

admin@cuddington.cheshire.sch.uk

Headteacher: Mrs S Mills

Thursday 15th February 2024

Changes to Enrichment Club management from Monday 26th February

Dear Cuddington Families,

Mrs Henderson has managed our Enrichment Club since September 2016. She has worked incredibly hard to develop an effective system of supporting our families with before and after school care.

Mrs Henderson has taken the decision to step aside from managing our Enrichment Club from Monday 26th February to pursue personal interests (although we are still lucky that she will stay with us to continue her Teaching Assistant work).

Obviously, we will still be providing this service to you with Mrs Halliwell, Mrs Eaton and Mrs Dormand still caring for your child before and after school. However, Mrs Henderson will be handing over the 'admin' of our Enrichment Club to Mrs Clarke (Heather) who works in our school office on a Wednesday, Thursday and Friday.

You will still receive the School Spider survey where you will be able to book in your child in the usual way – Mrs Clarke will continue to use the same systems which Mrs Henderson has developed.

A request from us from Monday 26th February 2024

Due to the part time nature of Mrs Clarke's work, she won't be accessing emails as regularly as Mrs Henderson has been able to. Therefore, please ensure that you complete the School Spider survey for places in a timely way.

If you have any Enrichment Club queries, then please email Mrs Clarke on enrichment@cuddington.cheshire.sch.uk or ring the school office and speak to Mrs Clarke directly.

Ad Hoc requests for your child to attend Enrichment Club (**on the day**) will remain as usual – please ring school to see if we have places available on that day. Any other 'ad hoc' requests **MUST be emailed to the above email address.**

As with any change, there may very well be 'teething problems,' but in our usual way, we will work together to make everything continue to run smoothly!

Many thanks in anticipation of your support,

Kind regards,

Mrs Sue Mills

Head Teacher

