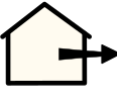
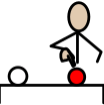


  + 
To: Clients, Parents and Carers

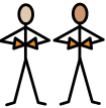
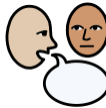
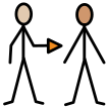
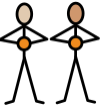
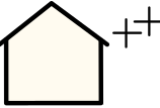
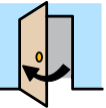
   
From: Burton Street Foundation

  2025
Date: November 2025

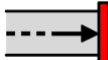
  :      1:1 or  community support   
Please Note : Clients who already have funded 1:1 or community support outside session times

     
are not affected by the advice in this letter. _____

 Important  Information  about  Session  Times

 We  want to  tell  you  about  some  changes to  when  our  buildings  will  open for

 sessions.

 When  sessions  start +  finish

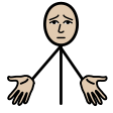
- Client sessions start at 10am every day.

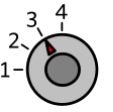
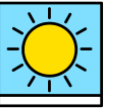
- Sessions finish at 3pm every day.

Staff working times

- Staff start work at 9.30am.

-  Staff  finish  work  at 3.30pm.

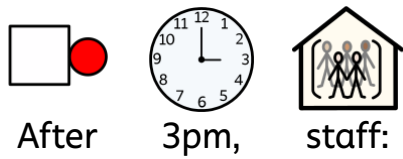
-  Before  10am,  staff  need  time to:

-  Set  up for the  day

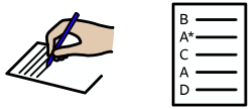
-  Read  care plans

-  Book  in  medication

- Talk about important things for the day



- Clean up



- Write reports



- Finish paperwork

?



?!

Why arriving early is a problem



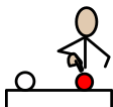
!!



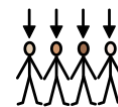
~~23456~~



Some clients are arriving very early — even around 8am.

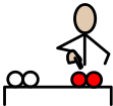


+



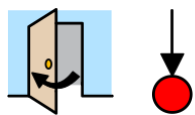
This makes it hard for staff to get ready and to greet everyone properly.


 It also means clients are not
 
 covered
 
 by
 
 insurance
 
 before
 
 10am
 or
 
 after
 
 3pm.


 Before
 
 and
 
 after
 
 these
 
 times,
 
 clients
 are the
 
 responsibility
 of
 
 their
 
 parents
 or
 
 carers.


 Waiting
 
 before
 
 sessions
 
 start

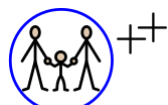
If
 
 you
 
 arrive
 
 early,
 
 you can
 
 wait
 
 in
 the Café
 
 in
 the
 
 Burton
 
 Building.



The café opens at 8.30am.



Clients,



families

+

and



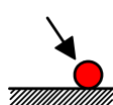
carers



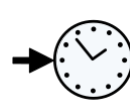
can



wait



there



until

it is

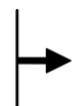


time

for the



session.



From



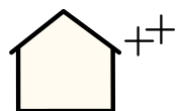
1st



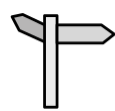
January

2026

2026



buildings



where



sessions



happen

(Bamforth, Langsett

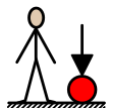
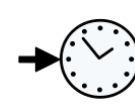
+

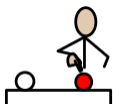
and

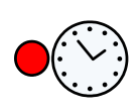
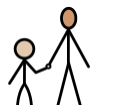
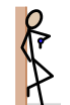
Capel

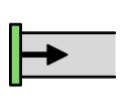


Buildings)

 will  stay  locked  until 9.45am.

▪  This  gives  staff  time to  set  up  properly.

▪  Clients  who  arrive  before 9.45am  must  be accompanied  and  wait  in the café.

 At 9.45am,  clients  can  walk  over  to their  building  ready  to  start  at  10am.

+1
Extra or different times



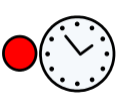
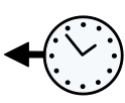
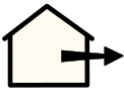
If you would like a client to:

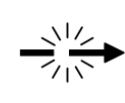
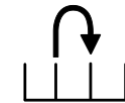
▪ Start before 10am, or

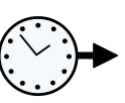
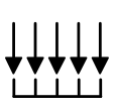
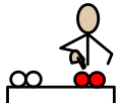
▪ Finish after 3pm

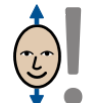
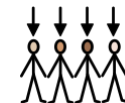
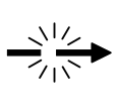
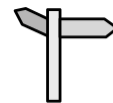
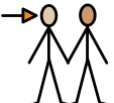
Please talk to Andy Beeston or Colin Bulmer.

There will be a charge for this extra time, based on the 1:1 care rate.

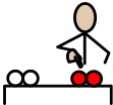
 Clients
  who
  already
  have
  funded
 1:1 or
  community support
  outside
  session
  times
  are not
  affected.

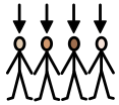
 What
  happens
  next

 We
  will
  talk
  with
  all
  clients
  in
  December
  to explain
  these
  changes.

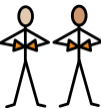
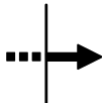
 We
  want to
  make
  sure
  everyone
  understands
  what
  is
  happening
  and
  where
  they
  can

 
wait safely.

  are being  made to:

▪   
Keep everyone safe

▪     properly for the 
Help staff prepare properly for the day

▪     continue to  provide  great 
Make sure we continue to provide great care

 Thank you  for  your understanding.