



St  
Scholasticas  
R C Primary  
& Nursery  
School



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Thursday 9<sup>th</sup> January 2014

Dear Parent / Carer

### After school clubs: Spring 2014

**GREAT NEWS;** All clubs will still be £1 per session; I really hope this will encourage our children to be more involved in the clubs that we offer.

### What now?

- Please look at the timetable sheet, it will give you a list of activities, what day they take place, the year groups that can apply, a brief outline of the session and any other information we feel you might need;
- **FORMS and PAYMENT must be returned to James Smith or Sharon Alleyne by Wednesday 22<sup>nd</sup> January. (clubs will start W/B: 20/1/14)**

For over subscribed activities, priority will be given to pupils who applied first this term.

### Procedures

- All pupils attending after school clubs will have to register daily at the designated school;
- Pupils who are collected by parents/carers must be collected from the designated area. If pupils have permission to go home on their own, they will have to go to designated area to be dismissed.
- Tutors/coaches are not authorised to allow pupils to leave with their parents/carers. If a child needs to leave a session early, please speak to a play worker.
- Some activities will require kit
- Poor behaviour can result in your child being removed from any of the clubs
- Consistent late collection can result in your child being removed from all clubs.
- Children can bring a healthy snack, that can be eaten while that are waiting for their activity; this is only for children that use the wrap around service (see below)

### Payments

- All activities cost £1 per session
- All sessions must be paid in advance for the whole term. Pupils will not be added to the register until payment has been made. There will be ten weeks of after school clubs this term. This works out at £9 per activity for the term (amazing). Missed sessions will not be reimbursed.
- Wrap around care: Parents/carers can choose to pay an additional 55p for their child to remain in school at 3:20pm and wait in the hall for the 4:00 sessions to begin; this is not available for sessions that start after 4pm. This service will cost £5 per activity for the term.
- Collection after 6:00pm; If contact cannot be made with parents / carers by 6:30pm, a referral to Social care will be initiated.

Yours truly,

James Smith  
**Extended Services leader**