



St Mary's Catholic Primary School

Canterbury Road, Kilburn, LONDON NW6 5ST

T: 020 7624 1830

E: admin@marycps.brent.sch.uk

Headteacher: Mrs B Pratley

Dear Parents/Guardians,

September 2020

Re: St Mary's After School Club

St Mary's After School Club will operate every school day from **3.00pm to 5.30pm**. Our aim is to provide good quality care in a secure and pleasant environment.

Children will be kept in two bubbles (Year R – Year 3 bubble 1, Year 4, 5 and 6 bubble 2) and have their own designated area to work, eat and play. They will also be allocated designated toilets separate from the other groups in school. Normal high standards of hygiene and cleaning will continue.

Please note the following information relating to the After School Club.

The weekly cost is £35.00, payable in **advance** each Monday (www.scopay.com/stmarysrc-brent). You will not be charged if the school has been notified of your child's sickness, but all other absences must be paid for. Two weeks written notice is required when giving up a place. Whether you choose to use the club on a daily or weekly basis the minimum charge of **£35.00** will be applied to the first child and **£20.00** for additional siblings. Parents picking up children late will be fined £5 and an additional £5 for each five minutes. A decision will be made to whether your child can continue to attend our After School Club if they are persistently late being collected.

When you arrive to pick up your child I request that you come to the visitor's gate and call the following number **07818 240 659**. A member of the After School Club staff will bring your child to you.

I ask that you avoid picking up your child during their snack time, which is from 3.45pm to 4.30pm. This will allow the children to eat without any interruptions. A nutritionally balanced meal will be served consisting of any of the following: sandwiches (tuna/egg&cress/cheese/chicken/ham etc), pasta, fish fingers, jacket potatoes with fillings, beans/scrambled egg on toast, fruit, yoghurt, salad, jelly, ice cream, custard, cake, cheese & crackers, squash, water and milk.

If your child is to be collected by someone else, even if it's another family member or another parent, you must inform a member of the After School Club staff – and don't forget to remind your child too. If there is a last minute change to arrangements, please telephone to let us know. If someone different arrives to collect your child he/she will not be released until we are satisfied that the person has your permission to do so. Only adults aged 18 and over can pick up children from ASC.

Please note that the telephone number for the After School Club is **07818 240 659**. If there are any queries regarding the After School Club, please speak to Mrs. Horan.

We would like to remind parents that our school's **Behaviour Policy** will still apply during our After School Club and if not followed your child maybe removed.

To ensure that we have up to date details for you and your child please complete the attached form and return to the After School Club as soon as possible.

Thank you for your continued co-operation and support.

Yours faithfully,

Mrs B Pratley
Headteacher

St Mary's Catholic Primary School – After School Club

Child's Name: _____ Class: _____

Parent(s) Name(s): _____

Telephone Numbers – (Please update these if you change numbers)

Home: _____

Work: _____

Mobile: _____

Alternative Contact Name: _____
(Must be able to pick up your child)

Telephone Numbers: _____
(Alternative contact)

Please list any dietary requirements, allergies, medical conditions or special requirements that your child may have?

Signature of Parent/Guardian: _____

Date: _____

NB: Only adults over the age of 18 can pick up a child from school or ASC. Identification may be required to prove age.

How we use your information:

You are providing your information to St Mary's Catholic Primary School NW6 5ST, Our Data Protection Officer is: Rajesh Seedher: 020 8937 2018, school.dpo@brent.gov.uk

Your information is collected for the purpose of data collection, as required to fulfil the school's statutory duties under GDPR May 2018. Further information can be found at www.marycps.brent.sch.uk