



## St. Andrew's Primary School

### *After School Club Information*

#### Messages

If you have any message/questions please speak to the after school staff at pick up and they will be happy to help. Also, messages can be given via the school office 8:30 a.m. to 4:45 p.m.

Alternatively we have a mobile phone in our new hall which will be answered by the team during club hours 3:30 - 5.45 p.m. You can always leave a voicemail outside of these times. Please call ahead if you know that you are going to be late to collect. **The number is 07563683547**

#### If Your Child Is Not Attending

If your child **is not** attending a booked session please ensure you inform the school. You can tell the club staff directly or leave a message with the school office or your child's class teacher.

#### Who Is Allowed To Collect

We only allow children to be collected by named contacts. If your child is being collect by someone different, just let us know in advance.

#### Late Collection

Late collection will incur a fine of £1.00 per child for every minute that you are late. However, we allow three instances of reasonable lateness before starting to charge. We keep a register of all late collections to monitor this. The late collection fine cover costs incurred for keeping the school open and staff on site. Late payment fines must be paid within 7 days. Persistent lateness may result in the loss of a child's place.