



# Saint Thomas More Catholic Voluntary Academy



(part of the St Thomas Aquinas Catholic Academy Trust)  
Newstead Road, Leicester. LE2 3TA

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**Love one Another as I have Loved You**  
**John 13:34**

Headteacher: Mrs C Crosse

Deputy Headteacher: Mrs A Slater

1<sup>st</sup> September 2021

Dear Parents and Carers

## **After School Care 2021 – Application for a place for children currently in F2 – Year 6.**

Thank you for showing an interest in our After-School Care Club.

If you would like to register your child for a place at our After-School Club commencing Wednesday 25<sup>th</sup> August 2021 is form and return it to the school office.

CHILD'S NAME..... TEACHER .....

I would like to request a place on the following nights:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY ( please circle )

Once the place has been agreed you will receive a contract send home via class. To accept the place, please sign the contract and return it to the school office. Once it has been received in the School Office we will assign your Child to the Club in ParentPay. You will then need to log into ParentPay and pay a small deposit of £50.00 towards the terms account.

Once the deposit has been received the school office team will pre-book your child's sessions in ParentPay for the next term. If during the term you need to make changes to the days required or you no longer need a space please email the school office.

Opening times and fees are as follows:

*Opening Times and Fees - Term Time Monday to Friday:*

### **After School: Full session**

15:15 – 17:30 After School Care fee per child £7.00 payable at the time of booking.

### **After School club – Following on from alternative club**

Children attending alternative Clubs in school before attending will be charged £3.50 payable at the time of booking. Children will be taken from the earlier provision to the After-School Club by the adult running the club. PLEASE LET THE OFFICE know if you have signed your child up to an alterative club and only require our After-school club when they finish at the earlier club.

All charges for After School Care are modest and cover our costs. The provision is open until 17:30.

### ***Refreshments***

There will be small snacks served between 16.00 and 16.30 for the children. Otherwise, parents can provide a snack during this time.

### **Admission to After School Care**

All sessions should be booked directly in ParentPay by the office in advance. Before the initial booking please complete and sign the contract and return it to the school office. Once received your child will be assigned to the club. A deposit of



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£50.00 should we paid into ParentPay Places are capped according to staffing numbers.

## Late bookings and cancellations

Should your child need to attend After School Care in an emergency or at short notice, a phone call to our School Reception will suffice with payment due the next school day.

Cancellations can be received on the day, however, there will be no refunds.

## Payment for After School Care

**From September 2019 we stopped taking cash or cheque payments through the office.** All Payments should be made through our PARENTPAY system. If you haven't yet registered, please do so by following the link <https://www.parentpay.com>. Support on setting up your ParentPay account can also be found on our website. We also take tax free childcare vouchers from some companies – please check with the office as to which are accepted if you have not already registered to pay via this method. Invoices will not be sent out details of your child's account and payment information should be viewed in ParentPay.

**Failure to make regular payments may result in your child/children's place being given to another child from the waiting list.**

## Activities for After School Care

Pupils will have access to a snooker table, table top football, Badminton, play dough, iPads, games, Lego, crafts and reading material. They were will also be an area where children can independently do homework if so desired. On fine days, we will also use the KS2 playground for physical and sporting activities.

## Behaviour Expectations

As in the main school, we have the highest expectation regarding behaviour. If behaviour is below the standard expected, we reserve the right to exclude a student from the After-School Care.

## Signing In

The children will be sent down from class to the club where Mrs Asher will take the register. If your child is not attending the club on their set day for any reason please inform the school office so we can pass the message on to Mrs Asher.

## Contact during the After-school club

The following mobile number can be used in case of emergencies during Club times 07871282202. Please do not use it during any other times, general enquires should be sent to the school office.

## Collection

When collecting your child/children, please ring the bell next to the hall door to attract attention. If you are not attended to, calls can be made to the mobile number above and a member of the Afterschool Club will let you in. You must sign your children out using the register provided with the time of leaving and your signature.

## Late collection

Please ensure your child is collected promptly from After School Care at 17:30. Late collection of your child incurs higher staffing costs and can have a knock-on effect on staff that may have childcare or other commitments of their own. There is a late fee of £5 if collection is after 17:30. Persistent late collection will result in the loss of your child's place.

## Emergency Contact Details

Emergency contact details held by the school will be used to make contact should the need arise. **Please do make sure that any changes are notified to the school office.**

**To secure your child's place at the after-school club please sign and date the attached contract and return it to the school office. Once the contract has been received your child will be assigned to the club allowing you to book the sessions needed.**

Yours faithfully

Mrs C Crosse  
Headteacher



September 2021

After-school Contract

I understand the information in the letter above and the following points:

- Children attending After School Club to 5.30pm must be collected promptly. Failure to collect your child by this time will result in a £5.00 penalty. **Persistent late collection will result in the loss of your child's place.**
- Payment is required in advance for all booked sessions even if the child does not attend.
- Payment can be made weekly, monthly or half-termly in advance by ParentPay.
- Under the reviewed policy procedures in the event that non-payment for After School Club causes arrears in excess of one week's fees you will be given one week's notice before the allocated place in After School Club for the child will be withdrawn.
- During After School Care Club, a healthy snack will be provided. Any special dietary needs, social & ethnic requirements reported to us will be noted.
- After School Club will provide entertainment and age appropriate experiences & activities for children whilst they are in our care.
- If a child becomes ill whilst in After School Club, it may be necessary for the parent to collect them.
- In the event of an accident we will initially contact you or thereafter the nominated persons from the Emergency Contact Form provided to the School. It is important that details we hold are accurate. We should be notified of any changes immediately.
- If a child is to be collected by someone other than their parent it is imperative that you inform us of this in advance.
- Once collected from our care the responsibility for the child is then with the named person.
- Children will NOT be left in their care without confirmation of their details.
- St Thomas More CVA reserves the right to refuse to let that person collect if we consider that that person is not to be fit and proper to do so.
- If a child's behaviour becomes such that it affects the care or safety of other children that we have care of, we will request that you visit school to discuss the matter.

I have read and agree to the terms of our after-school provision.

Child's Name.....Teachers Name.....

Parents signature..... Date .....

Nights authorised by school Office MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY Date .....