



Saint Michael Catholic Primary School & Nursery

Excellence • Enrichment • Enjoyment

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Saint Michael's After School Club

Information

- ❖ We run from 3.15pm – 6.00pm on days the school is open. The session cost is £12.00 per child (increasing to £13 per child from September 2024).
 - ❖ Sessions are booked online via Scopay (www.scopay.com). Your child's Scopay account needs to be in credit in order to place a booking.
 - ❖ Sessions can be booked/amended up to 48 hours ahead. Please note, fees will be applied to your account if 48 hours cancellation notice is not provided.
 - ❖ If you wish to pay via childcare vouchers or the HMRC Tax-Free Scheme, please email the Club at: afterschoolclub@st-michaels.surrey.sch.uk Your Scopay account will then be amended to enable you to make bookings without credit on your account.
 - ❖ When registering to pay through childcare vouchers, you may need our OFSTED registration number: 149289.
- Please use your child's first initial and full surname as a reference for all transactions.
- ❖ Parents will need to provide their children with a snack and drink for tea-time (no nuts and no glass bottles).
 - ❖ The children will enjoy a variety of activities and will have an opportunity to complete homework.
 - ❖ Children are not permitted to bring toys/games to the After School Club.
 - ❖ Your child must be collected by 6pm. If a child is not collected and offsite by this time, there will be a £10.00 fine incurred for every 5 minutes after 6 pm. If there are three late collections within a term, a written warning will be issued. If a fourth lateness then occurs dismissal from the club will be given.
 - ❖ Children will be collected from the side gate. You will be able to park in the car park and will need to ring the After School Club mobile number (07546 374858) to inform a member of staff that you are ready to collect your child. A member of staff will then bring your child to meet you.
 - ❖ Should arrangements be made at any time for another adult to accompany or collect your children, the school must be informed and where possible, introduced to the nominated adult. The nominated adult will be asked for the password you have provided us with.
 - ❖ If you would like any further information about the After School Club, please contact Mrs Lyons on 01784 253333 or e-mail afterschoolclub@st-michaels.surrey.sch.uk

