

Sacred Heart Catholic Primary School

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AFTER SCHOOL CLUB

In order to book sessions at the After School Club you will need to first register your child and pay an administration fee of £10 per family. This can be given to the school office or Mrs Philomena Jennings. Your child/children will then be added on to the booking system and you will be able to book your sessions subject to availability. **Registration will not guarantee your child's place at After School Club as this is limited to 16.**

The school's After School Club runs five days a week during term-time only. Mrs Jennings is the After School Club Supervisor, and all our staff are DBS checked. **After School Club sessions have to be booked on School Gateway, if the club is full you will be unable to book your child in to a session.**

There are two sessions available:

- **'Full session'** for children who will be attending the club when school finishes at 3.20pm.
- **'Late start'** for children attending external clubs that operate from within the school premises and who will be taken to the After School Club when that session has finished.

Prices are charged as follows:	Full session	3.20pm – 6.00pm:	£11.00
	Late start	4.20pm – 6.00pm:	£8.00

To book club sessions please follow the instructions below:

1. **Login** to School Gateway and **select** After School Club, then **make booking** and select the appropriate rate, 'Full Session' or 'Late Start'.
2. From the session calendar click on the session you would like to make bookings for. A running total of cost will be shown for the sessions booked.
3. Click **book** selected sessions. A confirmation message will appear asking you to confirm. Click **book now** to confirm your choices.
4. Click on **pay now**, select **After School Club** payment request and follow the instructions.

After School Club finishes at 6.00pm, please ensure your child is collected by 6.15pm at the very latest. If you arrive after 6.15pm a charge of £20 for every 15 minutes or part of will be applied.

