Sacred Heart Catholic Primary School & Nursery
Merry Hill Road, Bushey, Hertfordshire, WD23 1SU
Telephone: 01923 901179
Email: admin@sacredheart682.herts.sch.uk
Website: www.sacredheart682.herts.sch.uk

AFTER SCHOOL CLUB

After School Club runs five days a week during term time, from 3:20 pm to 6:00 pm. Children can be collected at any time before 6:00 pm. Please collect your child from outside the main reception area of the school. On arrival, please phone **07961 487223**, and a member of staff from After School Club will bring your child out to you. Mrs Iryna Poderienie is the After School Club Supervisor.

Infant children are collected from their classrooms by a member of staff at the end of the school day, while **junior children** make their own way to the club. During the session, children have access to a wide range of toys, games, and activities, and, weather permitting, they also play outside. All children are offered a light snack such as cucumber, carrots, fruit, or biscuits, as well as a sandwich.

There are three sessions available:

- **Early pick-up**: **£6.00** per session for children attending the club from school finishing at 3:20 pm and collected by **4:30 pm**
- **Full session**: **£11.00** per session for children attending the club from school finishing at 3:20 pm and collected by **6:00 pm**
- **Late start**: **£8.00** per session for children attending external clubs within the school premises who will be taken to After School Club once their session has finished

Please note, any children booked into the early pick-up session but collected later than 4:30pm will be charged £11.00, the price of a full session.

Payment can be made using the government tax-free childcare scheme or childcare vouchers. If using either method, please email **admin@sacredheart682.herts.sch.uk** with the amount and date paid.

There is also a one-off registration fee of £10.00 per family.

Children attending After School Club must have booked their place via School Gateway, with payment made at least one day in advance to secure their spot. To register your child for After School Club, please complete the application form and return it to the school office.

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Booking Information:

All bookings must be made through **School Gateway** and booked and paid **at least one day in advance** to secure your child's place.

1. **Log in** to School Gateway and select **After School Club**, then click **Make Booking**.
2. From the session calendar, click on the session(s) you wish to book. A running total of the cost will be displayed.
3. Click **Book Selected Sessions**. A confirmation message will appear—click **Book now** to confirm your choices.
4. Click **Pay now**, select the **After School Club payment request**, and follow the payment instructions.

Important Notes

- Places are allocated on a first-come, first-served basis. If After School Club is full, you will be unable to book a session; please contact the School Office for assistance.
- Due to our child/staff ratio, please do not send your child to After School Club without a prior booking. If your child attends After School Club without being booked in, a charge of £20.00 will be applied for the first instance, increasing by £5.00 per day thereafter.

Cancelling Sessions

Sessions can be cancelled up to 24 hours before the session through School Gateway. If you encounter any problems, please contact the school office.

We encourage cancellations if a session is no longer required, as this allows other parents on the waiting list to book. If you cancel with notice, you will receive a **credit** to your account. **If you do not cancel and your child does not attend, you will still be charged**.

After School Club finishes promptly at 6:00 pm. Please ensure your child is collected by this time at the very latest. If you arrive after 6:00 pm, a charge of £20.00 for every 15 minutes (or part thereof) will be applied.