

# Sacred Heart Catholic Primary School

Merry Hill Road, Bushey, Hertfordshire, WD23 1SU

Telephone: 01923 901179

Email: [admin@sacredheart682.herts.sch.uk](mailto:admin@sacredheart682.herts.sch.uk)

Website: [www.sacredheart682.herts.sch.uk](http://www.sacredheart682.herts.sch.uk)

Headteacher: Mrs R Tregear



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## AFTER SCHOOL CLUB

The school's After School Club runs five days a week term-time only. Mrs Philomena Jennings is the After School Club Supervisor; all our staff are DBS checked.

In order to book sessions at the After School Club you need to complete a registration form and pay an administration fee of £10 per family. Your child will be added onto the booking system and you will be able to book your session subject to availability. **Registration will not guarantee your child's place at After School Club as this is limited to 24.** The registration forms can be found in the porch at the main school entrance or can be downloaded from our school website [www.sacredheart682.herts.sch/parents/forms](http://www.sacredheart682.herts.sch/parents/forms).

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

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.

## BOOKING A SESSION

To secure your child's place and 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.

Places are limited to 24 children and have to be booked on the School Gateway. **If After School Club is full you will be unable to book your child in to a session.**



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## CANCELLATIONS

To cancel unwanted sessions at After School Club please email the school office, [admin@sacredheart682.herts.sch.uk](mailto:admin@sacredheart682.herts.sch.uk). You will receive a credit to your account if you cancel unwanted sessions in accordance with the table below.

Day	Cancellation
Monday	By 4.00pm the previous Friday
Tuesday to Friday	By 4.00pm the previous day
First day back after school holidays	By 4.00pm on the last day prior to the holidays beginning
Bank holidays	By 4.00pm the previous Friday

You are encouraged to cancel if you no longer require the session as it will allow parents who may be on a waiting list to book your place. If you do not cancel the booking as per the table above, you will still be charged for the session and your child will be marked as absent.

## WAITING LISTS

A waiting list is operated on a first come first served basis. Inform Mrs Jennings or the school office if you wish to be put on the waiting list and you will be contacted if places become available.

Please do not hesitate to contact the school office if you have any queries or difficulties.

