

St Cuthbert's Catholic Primary School

Balmain Road, North Kenton,
Newcastle upon Tyne, NE3 3QR



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Friday 2nd December 2022

Dear Parents and Carers,

Wraparound Provision - After School Club (ASC)

In order to safeguard our children and plan effectively for this provision, school need to know which children are attending on what days in advance. This will enable school to organise staff to lead the provision and to ensure we have enough resources and snacks for the children. Ideally, and if your child needs to attend ASC regularly, your child's place should be booked at the beginning of each month, using our monthly ASC Booking Form. Booking Forms are available from the school office.

Unfortunately, ASC is not a 'drop in' service so access to this provision must be agreed between home and school ideally, before children can attend. However, we fully appreciate that changes of circumstances can occur at the last minute and ASC may be needed. To help support families when adhoc situations arise, school can offer emergency provision for ASC if you contact school via telephone before 9.30 am on the day you require childcare.

Polite Reminder

After School Club runs Monday – Thursday during term time, from 3.00 – 5.00pm and Fridays 3.00 – 4.00pm.

The cost for ASC is:

- 3.00 – 4.00 pm is £5
- 3.00 – 5.00pm is £10

Families can pay for ASC in advance using the online payment system. If you need support accessing this, please contact the school office for support. Please can parents and carers be mindful of the days that are booked. This is an agreement between home and school and if you do not cancel the provision within 48 hours for the agreed days, you will still be charged for this service.

Thank you so much for your continued support.

Best wishes,

Mrs Anne Bullerwell

Headteacher

