



# ST MARY'S CATHOLIC PRIMARY SCHOOL

*Headteacher: Mrs Helen Armstrong  
Diocese of Plymouth*

12<sup>th</sup> March 2018

Dear Parents/Carers

We are delighted to tell you that we have been given permission to start an After School Club at St Mary's. The club will start after the Easter break and will run from 3:15pm to 6:00pm Monday to Friday. The club will be run by staff currently employed by the school, giving the children the benefit of being supervised by familiar people.

The school will be charging the following fees for attending the club:

- 3:15 to 4:30 - £4.50 per session
- 3:15 to 5:30 - £7.50 per session
- 3:15 to 6:00 - £10.00 per session.

A late pick up charge of £10 will be payable for every 15 minutes or part 15 minutes past your agreed pick up time.

The children will be given light refreshments during the session and there will be a wide range of activities on offer.

If you wish your child to attend the club, please complete a registration form and a booking form for the Summer Term. Both forms are available on the school website and from the school office. Registration and booking forms must be returned at least two weeks in advance of the sessions you wish your child to attend. Numbers will be limited so it is recommended that you book well in advance of the sessions that you need. Full payment will be required at the time of booking.

The school would prefer payments to be made online using ScoPay. If you require an activation code, please contact the school office.

We are also happy to accept payment using Childcare Vouchers. The school is currently registered with the Government Tax Free Childcare Scheme, Care4, Computershare, Edenred, Kiddivouchers and Sodexo. The School Business Manager is happy to register with other Childcare Voucher providers – please contact her if you wish this to be arranged.

Yours sincerely

Mrs Armstrong  
Headteacher