

St Mary's C.E. Primary School

Rectory Gardens, London N8 7QN Tel: 020 8340 4898 E-mail: office@stmarysn8.co.uk

Headteacher: Jane O'Brien

September 2024



Breakfast Club (BC) and/or After School Club (ASC) **Important Information**

SCHOOL FEES MUST BE PAID FOR FORTNIGHTLY, IN ADVANCE. YOUR ACCOUNT SHOULD EITHER BE IN CREDIT, OR AT ZERO BALANCE BY 8.30AM MONDAY FOR THE 2 WEEKS AHEAD

BC

- Children from Nursery to Y4 must be signed in to BC by the adult bringing them to school. Only Y5 and Y6 children can sign themselves in to club.
- Church Lane from 8am with breakfast served until 8.30am
- Rectory Gardens from 7.45am with breakfast served until 8.20am
- Breakfast will not be served after 8.30 am @ CL or after 8.20am @ RG
- If your child is going to arrive after breakfast is served, please ensure that they have already eaten

ASC 07701 279082

- Until 5.45pm at Church Lane
- Until 6pm at Rectory Gardens
- Children must be signed-out of ASC by the person collecting them, and any Y5 or Y6 children who leave independently, will be signed out by a member of staff
- It is extremely important that children are collected on time from ASC, otherwise you will incur a late collection fine and **your club place will be at risk of being removed** – if you are going to be late, please call club on 07701 279082
- Ofsted 102139
- You are committed to the days requested for at least half a term
- You can apply for a change of days in club, but will need to give half a term's notice, and complete full payment on the existing half term
- If you wish to cancel your club provision, you must inform the school in writing, giving at least one week's notice
- **School fees must be paid fortnightly in advance by 8.30am Monday for the 2 weeks ahead.** Your account should be either in credit, or at zero balance for 2 weeks in advance of attendance. Your place may be withdrawn if payments are not promptly made, or if you accumulate debt in any account (club, meals, nursery etc).
- You will not be charged for days when the school is closed or if your child is out due to a school activity etc. However, **your sessions are chargeable if they do not attend** in other circumstances

BY YOUR CHILD ATTENDING CLUB, YOU AGREE TO ACCEPT THESE CONDITIONS