

# ST COLUMBA'S CATHOLIC PRIMARY SCHOOL

## DEAR PARENT/CARER

**WELCOME BACK TO A NEW TERM.** I do hope your Easter Break was a very enjoyable one. Many thanks to all our pupils for all the fundraising they did during Lent and to you for supporting their activities so generously.

**PLEASE COME ALONG TO YOUR CHILDS MENTORING MEETING** which will take place this week on the following days for the following classes:-

<b>Wednesday 6<sup>th</sup> April</b>	-	<b>RD, RB, 2P, 2Sc</b>
<b>Thursday 7<sup>th</sup> April</b>	-	<b>1Wo, 1Ra, 4M, 4Hu</b>
<b>Friday 8<sup>th</sup> April</b>	-	<b>6M, 6W</b>

**You should by now have received details of the time of your childs meeting** but if you haven't please contact the office and they can let you know it. If you can come along please do so.

**NO AFTER SCHOOL SPORTS CLUBS WILL RUN THIS WEEK BUT NEXT WEEK THE FOLLOWING WILL:-**

Monday	Football Club	Yrs 1 & 2
	Cheerleading Club	Reception
	Music Club - Keyboard	Yrs 5 & 6
Tuesday	Cheerleading Club	Yrs 1
	Football Club	Yrs 3 & 4
Wednesday	Football Club	Yrs 5 & 6
	Music Club - Keyboard	Yrs 3 & 4
Thursday	Cheerleading Club	Yrs 2 & 3
Friday	Gym Club	Yrs 3 & 4

**BOOKING FORMS** will be sent out for each club to pupils in those years the club is run for. If you would like your child to be considered please complete and return the form a.s.a.p. There will be a club fee of £10.00 for the full Summer Term. Please note that if you have younger children at the school it will be necessary for you to arrange to have them collected at the usual time of 3.00pm on these occasions or place them in the After School Club. If you are unable to make these arrangements please do not enter your child's name for the club.

**MILK FOR THE SUMMER TERM.** Please ensure if your child is in Yrs 1 to 6 and you would like them to have milk for this term enclose £8.50 or send a cheque made payable to "St Columba's School".

**PLEASE SEE OTHER SIDE OF THIS NEWSLETTER FOR MORE INFORMATION.**

**OUR SCHOOL RUNS AN AFTER SCHOOL CARE CLUB** from 3.00pm to 4.30pm each day in our Conference Room at the top of the Staff Car Park. **PARENTS OF CHILDREN IN YRS 1 TO 6** may place their children into ASC (unless school has decided they cannot be accepted). **Reception children** may also attend once the AFC staff have decided that he/she has settled well enough in Reception to attend. Parents should collect pupils from ASC by ringing the outside doorbell on the right hand side of the Conference Room double doors. Parents in a car cannot gain access to the staff car park but should use the parking areas such as Knowles Park Car Park, the entrance to which is just across the drive. Parents should not use the double gates opposite the Main School Doors by the office.

**BOOKINGS CAN BE MADE** by contacting the Office in person or by phone on 01274 681961 prior to 12.00 noon on the day. **PUPILS CAN ONLY ATTEND AFC IF THEY HAVE BEEN BOOKED IN PREVIOUSLY. IF PUPILS HAVE NOT BEEN BOOKED IN TO ASC** and they just turn up or if they have to be placed in ASC because they have not been collected by 3.15pm then higher charges will have to be levied.

**CHILDREN THAT HAVE NOT BEEN COLLECTED AT THE END OF THE SCHOOL DAY** and therefore have had to be booked in to ASC will need to be collected from the ASC room and signed out by the person collecting them. This person will need to pay the charges required there and then.

**NO PUPIL CAN ATTEND AFC IF FEES FOR PREVIOUS SESSIONS HAVEN'T BEEN PAID.**

**FEES FOR AFTER SCHOOL CARE ARE:-**

1. **£2.50 per night if pupil booked in** before session and before or on collection.
2. **£10.00 a week for up to 5** nights in anyone week if paid beforehand.
3. **£3.00 per night if child not booked in before 12.30pm** on day of session or has to be placed in ASC because he/she not been picked up by 3.10pm. This is because school arranges staffing for ASC beforehand based on numbers book in and so if more children turn up then there may not be enough staff to supervise them adequately. If payment has not been made that day an invoice with the additional charges will be generated within a week to notify the parent/carer of the outstanding fees and immediate payment will be required.
4. **ADDITIONAL CHARGES** (£5.00 per 15 minutes) may also have to be levied on the parents of any child **not collected by 4.30pm**. This is because if staff have to stay behind after 4.30 they need to be paid and it is **not legal to use the schools funds from the council to do this**.

**PAYMENT OF ASC CHARGES** can be made to the School Office (or by direct debit upon prior arrangement with the School Office) or direct to the After School Care staff when child is collected. **Each cash payment made will be issued a receipt so please do retain this for your own records for proof of payment.**