



St. Paul's Catholic Primary (NC) School
Sisefield Road, Kings Norton,
Birmingham B38 9JB
Telephone: 0121 464 1546 Fax: 0121 464 2650
Principal: Nichola Damms



BREAKFAST AND AFTER SCHOOL CLUB

Friday 20th September 2019

Dear Parents/Carers,



We are making some changes to improve our processes for before and after school club in order to ensure the safety of all children who attend these clubs.

As of **Monday 30th September**, children must be booked in and paid for in advance via Parent Pay. All bookings must be made by 4pm the previous day when next day registers will be printed by office staff. **If you do not book and pay by 4pm the previous day, your child will not be able to attend and you will incur a fine as per our late collections policy.**

Currently, late collection fines are £3 for up to every 15 minutes you are late e.g. if your child has not been booked into after school club and you do not collect until 4:30pm, you will be fined £18 for the hour and fifteen minutes. This will be chargeable for both before and after school club.

- **Breakfast club** runs from 7:45am-8:45am, **will be limited to 15 places** and is charged at £2.80 per day. If your child requires a breakfast, please ensure they are here by 8:30am so there is time for them to eat it.
- **After school club** runs from 3:10pm/15pm-4:30pm, **will be limited to 30 places** and is charged at £3.00 per day.

Places are limited due to staffing ratios and health and safety legislation. Once these places have been filled, you will not be able to book your child(ren) in so please ensure you book early to avoid being left without a space.

School will no longer accept same day calls to the office to book children into breakfast or after school club. It must all be done via Parent Pay in advance.

ALL children will now need to be signed into breakfast club each morning – they cannot come up to the door unaccompanied. This also includes Y6 pupils. A parent/carer must bring the child(ren) to the door and sign them in on the breakfast club register.

For after school club, staff will check which children are present and mark them against the list from the office. Parents/carers of children not booked and paid for in advance, will be contacted to collect immediately and a late collections fine will be issued.

Email: enquiry@stpaulrc.bham.sch.uk **Website:** www.stpaulrc.bham.sch.uk



St. Paul's Catholic Primary (NC) School
Sisefield Road, Kings Norton,
Birmingham B38 9JB
Telephone: 0121 464 1546 Fax: 0121 464 2650
Principal: Nichola Damms



If you do not have a Parent Pay account, please see the office as soon as possible as you will not be able to book without this.

We are starting this new process from next Monday 30th September so that families have time to prepare. However, the system is live on Parent Pay from today if you would like to start pre-booking and paying for next week.

We are confident that our families understand the reasons behind these changes as they are to ensure the safety and wellbeing of all pupils.

Once again we thank you for your continued support.

N. Damms

Mrs N Damms
Principal

Email: enquiry@stpaulrc.bham.sch.uk Website: www.stpaulrc.bham.sch.uk