



St Mary's C of E Primary & Nursery School

Church Lane, Chessington, Surrey, KT9 2DH **Tel:** 020 8397 9597
Email: office@stmarys.rbksch.org **Web:** www.stmaryschessington.co.uk

St Mary's Wraparound Terms and Conditions of Booking

Uncollected Child Procedures

The After School Club finishes at 6.00pm. It is the parent's/carer's responsibility to ensure their child is collected by this time.

If unavoidably delayed, the club must be contacted via the club mobile number, 07895 731295, and alternative arrangements made for collection. Please note this mobile number is not for booking and must only be used in the case of emergency.

A late payment fee of £5.00 for up to 15 minutes delay will be charged for late pick-ups. This will rise to £10 for 30 minutes delay and £15 for 45 minutes delay.

Persistent late collections will result in the cancellation of the child's place.

If a child remains uncollected after 6.45pm and no contact has been made by the child's family, staff will ring the local authority duty social worker in SPA (Single Point of Access) to report this as a safeguarding concern.

Cancellations

Please remember that we need to know if your child will not be attending the club for any reason. If you know in advance of any days when your child will not be present, please email or call the School Office.

Please note that we do not refund or credit any days that your child does not attend. Fees are payable for all regular, allocated sessions including when your child is sick, away on a school trip or residential (regardless of the amount of notice given). This is because we still incur staffing costs, regardless of pupil numbers per session.

When the school closes at 1:20pm at the end of term, the club will run from the end of the day until 6pm. Early closure days are detailed on the schools website on the term dates page. Parents will be reminded at least 1 week in advance of such occasions.