



## Payment of Fees

Payments can be made by cash, cheque (writ ten out to HCC) or by online payment (in advance or monthly). Please advise the office of the method you wish to pay and we will provide the necessary paperwork.

## Additional Charges

**Please note:-** There is an additional charge for **late collection of £5.00** per (or part of) 15 mins period.

## Club Cancellation/Closure Notice

We aim to run the Breakfast & After School Clubs on a daily basis when the school is open but we do hold the right to close the club if necessary.

If this event came about and required us to take this action, we would aim to advise you by given you as much notice as possible, in order for you to make other arrangements.

The Breakfast & After School Club does not run on school holidays, INSET days or any other school closure day.

## Emergency Session

If you are unable to collect your child at 3pm and are unable to make arrangements with another relation or family friend to collect them, we have an arrangement with our After School club to offer an EMERGENCY Session.

**This sessions runs from 3 – 3.30pm and costs £3.00** and we ask that you pay on collection of your child.

**PLEASE NOTE:-** You must advise the school on 023 92 583979 no later than **2pm** of any change to your child's collection from school arrangements and if you need to use this service.



## Registration and Booking

If you wish to use this service please call into the School Office for a Registration and Booking Pack. Once your child's details are held on file, this service is available for you to use.

If you have any questions or concerns, please do not hesitate to contact us on 02392583979.

***We are here to help and support you!***

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