**AFTER SCHOOL CLUB BOOKING FORM**

**WEDNESDAY 3rd SEPTEMBER – FRIDAY 24TH OCTOBER 2025**

Name of Child/Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/Class: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please tick the dates on which your child will use the After School Club within the specific period.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Monday | XXXX | 08.09.25 | 15.09.25 | 22.09.25 | 29.09.25 | 06.10.25 | 13.10.25 | 20.10.25 |
| Tuesday | XXXX | 09.09.25 | 16.09.25 | 23.09.25 | 30.09.25 | 07.10.25 | 14.10.25 | 21.10.25 |
| Wednesday | 03.09.25 | 10.09.25 | 17.09.25 | 24.09.25 | 01.10.25 | 08.10.25 | 15.10.25 | 22.10.25 |
| Thursday | 04.09.25 | 11.09.25 | 18.09.25 | 25.09.25 | 02.10.25 | 09.10.25 | 16.10.25 | 23.10.25 |
| Friday | 05.09.25 | 12.09.25 | 19.09.25 | 26.09.25 | 03.10.25 | 10.10.25 | 17.10.25 | 24.10.25 |

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| --- | --- | --- |
| **After School Club** | **Price 2025-2026** |  |
| Registration Fee | 0 |  |
| After School (Regular Booking) | £18 | This is from 3.15pm - 6.15pm. It includes a healthy snack and a light supper meal. |
| Reduced rate for second child | £15 |  |
| Reduced rate for third child | £12 |  |
| **After School (Ad Hoc Booking/ Emergency** After school club care **whole session)** £20 *if there is space available* | £20 | Bookings after 4pm on the previous day will be charged as an ‘on the day’ booking. |

Late collection £5 for first 15 mins, £10 for each 15 mins thereafter.

I would also ask that you please note the following terms of use for the After School Club:

* The After School Club runs from 3.15pm-6.15pm each day with collection from the front entrance of school. Please ring bell for attention.
* Regular use of the After School Club needs to be booked in advance at the beginning of each half-term. It is possible to swap the days by giving a day’s notice – before 4pm on the previous day.
* Unless notified, all booked sessions are non-refundable. However, any missed sessions due to sickness or other reason will be kept as credit to sessions booked, in the following half term.
* Each session will be charged at the set amount irrespective of collection time.
* Late collection from the After School Club will incur a charge of £5 per 15 minutes for the first 15 minutes, £10 for each 15 minutes thereafter.
* Please ensure you notify school if your child has any food allergies/special dietary requirements.
* As per the school’s Charging and Remission Policy, After School Club fees should be paid via ScoPay. Services used that month should by paid for by the end of that **same calendar month.** Late payment will be escalated.
* If you are not set up for ScoPay online payments, please contact the School Office to request your child’s login details.
* If you have asked for other days which have not been allocated, you will be on our waiting list for that day until a place becomes available or you advise us that you no longer require a place.
* **If you are using the service ‘on the day’, please telephone or email school to confirm that a space is available,** as school legally need to have the correct number of staff to manage the various age ranges and numbers of children. School may have to say no for this reason**. Adhoc bookings are charged at a higher rate. (See table above)**

We thank you in advance for your co-operation in these matters and should you have any queries please direct them in the first instance to Miss Flowers in the School Office via email preferably info@sacredheart.richmond.sch.uk

Please can we ask you to complete this form and send to the school as confirmation that you are in agreement with the above terms and to confirm the days allocated to your child are correct. Remember to keep a copy for yourself so that you remember what you have booked.

Yours sincerely,

Brenda Green

Headteacher

**AFTER SCHOOL CLUB PLACE REQUIREMENT – FROM SEPTEMBER 2025**

Child’s Name(s) ………………………………………………………………………………………. Class ……………………………..

I agree to pay for all the sessions used within the month, by end of that calendar month. I understand that the school will withdraw my place if I do not adhere to the above.

Signed……………………………………………………………….Parent/Carer Date………………………………………