



# St Faith's

Years 3 & 4 Late Stay  
2018-2019

Telephone 01223 352073 (School Office)  
07773 368508 (after 1700)

## **BOOKING IN**

We ask that, if possible, bookings are made at least a day before the Late Stay is required to ensure there are sufficient staff on duty. Bookings must be made via the school's VLE using your parent login details or by completing a form in School House. Bookings cannot normally be made after 1200 on the day and bookings will not normally be possible by telephoning the School Office.

## **CANCELLING THE BOOKING**

It is really important that you telephone the School Office if you wish to cancel a booking. You will be liable for a charge of £5.00 if staffing is provided to include your child in the Late Stay programme and then he or she does not attend.

## **COLLECTION**

Late Stay for Years 3 & 4 starts in The Hive in School House. Please introduce yourself to the Late Stay staff when you collect your child and always ensure that the supervisor knows you are there in order that the register can be completed. If someone else will be collecting your child please make a note when making your booking on the VLE and ask them to introduce themselves to the Late Stay staff. If you think you will be later than the collection time you have booked then please phone the School Office on 01223 352073 (calls will be taken until 1700) or the Late Stay mobile. The gates to Southfield Drive will be opened at 1630 for parents collecting children from Late Stay. Please only park in front of Southfield. Our drives must be kept clear for emergency vehicle access. After 1730 your child will be taken to Room 33 in Edenfield.

Years 3 & 4 Late Stay ends at 1800. If you have an emergency which delays your collection until after 1800 you must inform the Late Stay Supervisor on 07773 368508.

## **COSTS**

The charges are reviewed each year. With effect from 1st September 2018 the charges will be:

Child collected by 1700	£ 9.10 inc. a light snack
Child collected by 1730	£ 10.35 inc. a light snack
Child collected by 1800	£ 11.40 inc. a light snack

School ends at 1540. No charge is applied for children collected before 1630.

Whilst our staff will take care of your child after 1800 if you are late because of an emergency, we ask that you remember our staff have families too and they want to go home at 1800.

**You will be charged £6.00 for every 5 minutes your child is in  
Late Stay after 1800.**

## **YEAR 3 & 4 LATE STAY ROUTINE**

1540 – 1630	Staff welcome the children as they arrive in The Hive (School House). Children can choose activities to play. They may be outside if the weather is fine on the lawn in front of School House.
1630	A light snack is taken in the Dining Room.
1700 – 1730	The children move to Room 30 in Edenfield. Here they do their homework.
1730 – 1800	Children are in Room 33 in Edenfield.
1800	Late Stay ends.