

Late Stay Reminders - Years 3 to 8

As the evenings draw in and the summer sun becomes a fading memory, it is important that your children are safe in the impending gloomy evenings. As such, here are a few points that should help continue to ensure this happens:

- Do not panic if you are delayed picking up your child after school or an Activity. They will be instructed to go to Late Stay so that they are supervised and are easy for you to locate. Any messages for them can then be channelled through the School Office and Late Stay staff.
- It is important that contact details are accurate on our database, including landline numbers. If a child is booked in to Late Stay or an activity but fails to arrive, we have procedures in place to find them, and this includes contacting parents.
- Pupils should not wait outside the school on Newton Road or Trumpington Road unless they are on the Unaccompanied Register. Please make use of Late Stay. There is no charge up to 16:30 and if parents are delayed, messages can easily be passed on to their child.
- Until 16:30, Year 3 and 4 Late Stay is in The Hive and Year 5 to 8 Late Stay is in Edenfield. At 16:30, the two groups join and all pupils move to the Dining Room for tea. From 17:00, Late Stay pupils are in Edenfield doing homework.

Please note that when match teas take place in the Dining Room, Late Stay tea is in Edenfield at 16:30.

- When booking Late Stay to follow on from an activity or match, please ensure that you book it to start after the activity/match has finished.
- If your child is not able to attend an Activity or Late Stay, or you have picked them up early and they are booked in, please contact the School Office to avoid staff searching for children who have already been collected.
- Please make Late Stay bookings via the [school's VLE](#) using your parent login details before 12 noon on the required day. Full details about Late Stay are available on the VLE on this [link](#).

Mr P Kite
Late Stay Supervisor