



St Faith's

Years 3 & 4 Late Stay
2020 - 2021

Telephone 01223 352073 (School Office)
07773 368508 (after 17:00)

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 [My School Portal](#) (and clicking on the Late Stay/Activities button), using your parent login details. 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 register in The Hive and Lab 3 (Sports Hall Classroom) respectively after the pupils have been dismissed from their class or activity at the end of the school day. Years 3 & 4 Late Stay ends at 17:30 with you collecting the pupils from the Newton Road exit.

If you have an emergency which delays your collection you must inform the Late Stay Supervisor on 07773 368508.

COSTS

The charges are reviewed each year. With effect from 1st September 2020 the charges will be:

Child collected by 17:30 £ 10.85 inc. a light snack

No charge is applied for children who are only in Late Stay until 16:30.

Whilst our staff will take care of your child after 17:30 if you are late because of an emergency, we ask that you remember our staff have families too and they need to go home as well.

**You will be charged £6.00 for every 5 minutes your child is in
Late Stay after 18:00**

YEARS 3 & 4 LATE STAY ROUTINE

From the end of the year group dismissal time to 1630

Staff welcome the children as they arrive in The Hive (Year 3) and Lab 3 (Year 4)

Children play or they may go outside if the weather is fine.

CHILDREN WHO ARRIVE AT THE HIVE/LAB 3 WILL GO HOME AT THE SAME TIME AS THEIR ELDEST SIBLING LISTED BELOW (unless they are booked in to stay at Late Stay until 17:30).

- YEAR 7 departure is at 16:10

- YEAR 8 departure is at 16:20

- YEAR GROUPS ON ACTIVITY NIGHTS depart 16:30

These pupils will be sent to meet their elder sibling at the collection point.

16:30 The children remaining in Late Stay will wash their hands and a light snack is served in their room.

16:45 - 17:25 The children are supervised whilst doing quiet work.

17:30 - 17:40 The pupils are dismissed to parents individually on Newton Road. We politely request that parents stay in their cars and pupils will be sent to them.