



# Theale C of E Primary School

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## After School Club – Parent Information Letter

Dear Parents and Carers,

We are pleased to share updated information about our After School Club, which offers a safe, enjoyable, and supportive environment for children at the end of the school day.

### Who Can Attend

The club is open to all children from Reception to Year 6.

### Times

After School Club runs from the end of the school day until 5:45pm. Children may be collected earlier if needed, although the session cost remains the same.

### Food Provision

During each session, children will be provided with a hot meal supplied by Crumbs Catering, which is included in the session price. If your child requires a vegetarian option or has any dietary requirements, please ensure you inform the office when requesting to join the register.

### Activities

Children will have opportunities to:

- Complete reading and homework
- Take part in organised activities including arts and crafts, sports, and STEM challenges

### Cost & Late Collection

Each session costs £16 per child, which includes the hot meal and all activities. If you are late collecting your child, an additional £10 will be charged for every 10 minutes after 5:45pm.

### Booking Information

- Bookings are made via ParentMail.
- Families can book up to half a term in advance.
- You may book individual days or a full week.
- Payment is required at the time of booking.
- There are currently 25 places available each day.

## **Booking Deadlines & Cancellations**

- Bookings must be made at least 7 days in advance.
- Cancellations require 48 hours' notice; otherwise, the full session fee will be charged.
- If you need to book within the 7-day window, please contact the school office directly.

## **Meals for late bookings.**

If you book a session **less than 48 hours in advance**, we will unfortunately be unable to offer a hot meal, as our current catering provider requires 48 hours notice. Your child is still welcome to attend but they will be offered either a ham or a cheese roll instead of a hot meal. Please confirm which they would prefer at the time of booking.

## **Payment Options**

We accept certain childcare vouchers and the Government Tax-Free Childcare account system. If you wish to pay via one of these methods, please let the office know before booking, as the process differs slightly.

## **How to Join the Register**

If you would like your child to attend After School Club, please email the school office to request that they are added to the register. Your email must confirm whether your child requires the vegetarian meal option or has any specific meal requirements. Once this information is received, your child will be added to the booking system.

Kind regards,

Little Stars After School Club