



## St. Anne's C.E. (VC) Primary School

**"Together with God, Making Learning a Life Long Friend"**

*We aspire to be guided in all that we do by our inclusive Christian ethos. We are enthusiastic about life-long learning and share wisdom in serving each other and our world. We encourage all to live lives of hope and aspiration, inspired through acquiring new skills and attributes. Dignity and respect are at the heart of our school.*

### ST. ANNE'S KIDS' CLUB ADMISSIONS POLICY

St. Anne's Kids' Club is non-denominational and multi-cultural and therefore welcomes families from all backgrounds. Every opportunity will be given for all children of school age up to the age of 11 to be able to use the Club. Priority will be given to the children who attend St. Anne's C. E. (V.C.) Primary School.

#### TERM TIME ONLY

- 7.30 a.m. to 9.00 a.m.
- 3.10 p.m. to 6.00 p.m.

#### REGISTRATION

Registration Forms to be completed when your child/ren first starts St. Anne's Kids' Club, booking the times that your child/ren will be attending the Club. All Term Time bookings are chargeable every week. Please note, for insurance and safeguarding purposes, we must know by the Friday of the previous week what days your child/ren is/are attending Kids' Club the following week. Registration Forms also include all contact persons (in case of emergency), medical conditions and special instructions relating to your child/ren.

**PARENTS MUST GIVE 24 HOURS NOTICE IF THEY WISH TO CANCEL A BOOKED SESSION OR PAY IN FULL REGISTRATION FEE**

#### COLLECTION OF CHILDREN

There will be a book for signing when you collect your child/ren. If someone else is going to collect your child/ren other than the parents, the Group Leader must be informed.

The Club closes at 6.00 p.m. Therefore, there will be a penalty for collecting your child/ren late in view of the fact that late collection involves extra time for the Group Leader and Staff. A Lateness Fee of £5.00 per child, per quarter of an hour, will be imposed

**St Anne's C.E (V.C.) Primary School, Brown Edge, Stoke on Trent, Staffordshire ST6 8TA**

**Telephone Number: 01782 503102**

**[office@st-annes-browndedge.staffs.sch.uk](mailto:office@st-annes-browndedge.staffs.sch.uk)**

