



HOWLETCH LANE PRIMARY SCHOOL TEA TIME CLUB - 2024

COLLECTION FROM TEA TIME CLUB

Tea Time Club runs until 5.15pm. The children who are booked in are escorted from the KS1 hall after school to the Children's Centre, where they will remain until collected by a parent / carer at the main door from the KS1 yard. We ask that you collect your child **no later than 5.15pm**. You will be charged extra for late collection.

TEA AND ACTIVITIES

Children are served a light tea e.g. sandwich, crisps, fruit, biscuit and a drink. They are then free to engage in a range of activities or can complete homework until collection.

REGISTRATION AND BOOKINGS

Parents / Carers must complete and submit a registration form before any bookings can be made and school must be informed of any changes to the form, in particular, emergency contact numbers.

Tea Time Club is very popular therefore it is advised that bookings are made well in advance. If you do need to change or cancel a booking, please contact the school as soon as possible. This will allow us to offer the place to another parent. Failure to do so will result in you being charged for the sessions you have booked even if your child does not attend.

PAYMENT

The charge for each session is £6.00 which **must be paid in advance** through ParentPay. It is essential that your account for Breakfast Club on ParentPay **remains in credit**. If your account is in arrears, future bookings will not be confirmed until the account is back in credit. All bookings will be charged for unless cancelled 24 hours before or if your child is absent.

The school reserves the right to exclude any child whose behaviour is disruptive or prevents staff from providing a safe stimulating and happy environment to other children. This option will only be used in extreme circumstances and after extensive consultation with parents / carers and the children involved.

Please contact the school office if you require any information concerning Breakfast Club:

Tel: 0191 5862765

Email: o.howletch200@howletchlane.co.uk

After 4.00pm Tea Time Club staff can be contacted on 07754576062