



**THE ST. MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL**  
Bellamour Way, Colton, Rugeley, Staffordshire, WS15 3LN

CEO: Ms Charlene Gethen  
Headteacher: Mr Jonathan Wynn  
Telephone: 01889 256170  
e-mail: [headteacher@tssmat.staffs.sch.uk](mailto:headteacher@tssmat.staffs.sch.uk)  
e-mail: [office@tssmat.staffs.sch.uk](mailto:office@tssmat.staffs.sch.uk)  
website: [www.tssmat.staffs.sch.uk](http://www.tssmat.staffs.sch.uk)

3rd September 2024  
**Care Club**

Dear Parents,

Our Care Club facility is proving very popular this year and we are currently full on certain days. In order for us to run this facility smoothly please can we remind you of the following important information:

1. Places must be booked in advance using the booking form [here](#). We will endeavour to allocate last minute places if needed but we cannot guarantee places.
2. With a waiting list now in operation can we please ask those already booked in to cancel places in advance if they are no longer needed. If children do not come to their booked session there will still be charges for this space, (see below\*).
3. Please ensure that all care club invoices are settled promptly in order to safeguard your booking.
4. Please note that afternoon sessions are charged based on what time you collect your child.

**\*For any cancellations the following charges will apply:**

Morning Care Club - If care club is cancelled before 12pm on the day PRIOR to the morning care club needed no charge will be made

Evening Care Club - If Care Club is cancelled before 12pm on the day needed no charge will be made.

If cancelled after 12pm a flat rate charge of £6 will be made.

If your child goes home sick from school no charge will be made for that day.

Yours faithfully,

Mr J P Wynn  
**Headteacher**  
**St Mary's C.E Primary School**

