



St. Peter's Church of England Primary School

School Road
Heysham
Lancashire
LA3 2RF
01524 852155

Headteacher Mrs Alison Dodd



Dear Parent / Carer

After School Club Autumn Term 2026

We are due to offer the provision of After School Club, managed and administered by the school and are ready to take bookings for the Autumn Term 2026.

For those considering After School Club for the first time and new to the process and enrolment, the cost is £8.50 per session and bookable one term in advance. We politely request that booking patterns are consistent. For those who submit their booking form later than the last day of the previous term, this will be dealt with at the earliest opportunity upon return to school after the break. Dependent upon staffing levels and ratios, your booking will be considered and a response received within a week of receipt of the late booking request.

Payment should be made via ParentPay, where you will see this payment item on your account for your child(ren). We will always enter the full balance for the term and this will remain on your account until we receive any payment or childcare vouchers into the school account. Once this has been done, your remaining balance will reflect any outstanding balances (if applicable).

Attendance at the After School Club is subject to payment in advance wherever possible and charges will still apply for any missed sessions. Good behaviour on the part of the child is always expected, as is timely collection between 4:30pm – 5:30pm. Unfortunately, we are not able to accept “additional” children on an “ad-hoc” basis. However, we may be able to offer this facility to parents who cannot make a prior commitment, as long as we are given reasonable notice and the club is not over-subscribed.

For administration purposes, please complete the attached booking form along with correspondence and emergency contact details. Please then sign it, accepting the above conditions and return it to school, **with the appropriate fee paid** in ParentPay once you have next term's balance visible in your account.

All After School Club correspondence should be emailed to

afterschoolclub@stpetersheysham.lancs.sch.uk.

Yours sincerely,

Alison Dodd

Booking Form for After School Club

Autumn Term 2026

Child's Name(s):				Child's Class(es):
Day Attending	Please Tick	Collect 4.30pm	Collect 5.30pm	Correspondence Email:
Monday				Emergency Contact 1 Name: Telephone Number:
Tuesday				
Wednesday				Emergency Contact 2 Name: Telephone Number:
Thursday				
Friday				Childcare Voucher Provider (if applicable):
Important Notes for After School Club Staff (if applicable): Please advise of any allergies (if applicable): Any ad-hoc requirements (if applicable):				

Going Home Arrangements

Please tick or amend as necessary.

☐ My child will be collected from afterschool club by a responsible adult (please complete the list of authorised collectors at the bottom of the form).

☐ My child is allowed to walk home alone at the end of the school day (Y6 and Y5 only from Summer Term 2026)

Please remember that the school places a high emphasis on child safety and school staff will not allow anyone, other than the people detailed on this form, to collect your child without prior consent from yourself.

Adults permitted to collect my child are:

Name	Relationship to Child

On occasion there may be the opportunity for the children to watch a film. These would be rated no higher than a PG. Please tick this box if you consent to your child watching PG rated films

☐ I agree to the terms and conditions and commit to pay the full amount for the term, within the time specified

Signed (Parent / Carer):	Date:
---------------------------------	--------------