



Saint Thomas More R.C. Primary School

Senior Leadership Team
Headteacher, Joanne Butterworth, Deputy Headteacher: Anna Quigg
Assistant Headteacher: Sarah Dodd

22/09/2020

ANNEX CLUB (Before & After School club)

Dear Parents

As we are settling into the new academic year the children are coping very well with the new systems and the staff are grateful for your support. I just need to share a few reminders:

- If school has to close a year group due to Covid 19 and the children need to isolate, any charge for the annex during the isolation period will be refunded the following month. This does not include siblings.
- If your child is absent from school due to sickness for more than one complete week please notify Mrs McBride and we will be able to adjust the charge the following month.
- School requires 1 months' notice if you need to change the days / times of attendance in club, all requests should be sent via email to: office@stthomasmorerc.rochdale.sch.uk This is to ensure the staffing is correct
- We are in the process of getting a mobile phone for the Annex. We will text the number to you as soon as we have it set up. Then if the person collecting the child is delayed (eg stuck in traffic) you must ring the mobile to let an Annex staff member know.
- All fees are calculated and shared by text message by the beginning of the new month and should be paid promptly.
- If you are consistently late in collecting your child, you will be charged up to the next hourly rate.
- If a child is not collected by 5.45 p.m. this will incur a £5 penalty each time and will be added to the next monthly cost.

Thank you for your support and we look forward to another successful year.

Best regards

Mrs Butterworth

Headteacher

We Love, We Learn, We Live with Christ.

Evesham Road, Alkington, Middleton, Manchester, M24 1PY.
Tel: 0161 643 7132, Email: Office@stthomasmorerc.rochdale.sch.uk