

Nursery After School Club FAQs

1. Timings

The club runs from the end of the school day until 6pm.

Parents may choose to collect their children at 4.30pm, or at any time between 5.15pm and 6pm. However, if you have booked a **short** Ad-hoc session you must collect your child at 4.30pm.

The children's afternoon will start with a healthy snack, followed by various activities and then a hot meal at 4.30pm for those staying in Full sessions.

There are two types of Ad Hoc Session:

- Ad Hoc Full Session – end of school to 6pm (includes a healthy snack and a hot meal)
- Ad Hoc Short Session – end of school to 4:30pm (includes a healthy snack only)

Children attending an Ad Hoc Short Session must be collected at the finish time of 4:30pm. There is no capacity for children to remain in After School Club beyond this time.

2. Collections

Monday to Thursday:

4.30pm - Please come to the Main After School Club gate by the main car park

5.15-6pm - Please come through the Nursery gate on Effra road and up to the second gate where you can ring the doorbell to notify staff you have arrived.

Friday: Please come to the Main After School Club gate by the main car park. Due to smaller numbers on a Friday the children will join our Reception children, with the Nursery After School Club team.

3. Late Collections

The After School Club will run from the end of the school day until 6pm, but children may be collected at 4.30pm, or at any time from 5.15pm onwards if parents prefer. Parents should advise the school office of their planned collection time with as much notice as possible, and ideally by 2.30pm on the applicable day.

If someone other than a parent is collecting a child, parents must inform the After School Club Administrator by email giving a name and telephone number, ideally by 2.30pm on the applicable day.

If a parent knows that they are likely to be unavoidably late to collect their child they should call the school office on 020 8542 1591 as soon as possible. The office closes at 4.45pm so after this time parents may call:

Nursery After School Club emergency number: **07918 310275** (for Nursery only).

Please see our 'After School Club Bookings and Admissions Policy' for more information