



# St Faith's

Pre Prep Late Stay  
2020 - 2021

Late Stay Supervisor: Ms Anita Joysey

Late Stay Assistants: Mrs Pamela Niedbalski  
Mrs Sarah Scott  
Miss Megan King

Pre Prep Late Stay direct dial 01223 229410  
Pre Prep Late Stay mobile number 07528 800427

Late Stay Manager (after 17:20) 07773 368508

## BOOKING IN

We ask that the Late Stay facility is used for **essential purposes only**. Bookings are made at least a day before Late Stay is required to ensure there are sufficient staff on duty. Bookings must be made via [My School Portal](#) (and clicking on the Late Stay/ Activities button), using your parent login details.



- Bookings cannot normally be made after 12:00 on the day.
- Bookings will not normally be possible by telephoning the School Office.

## CANCELLING THE BOOKING

It is important that you telephone the School Office if you wish to cancel or change a booking. You will be liable for a charge of £5.00 if staffing is provided to include your child in the Late Stay programme and then he or she does not attend.

## COLLECTION



Collection from Late Stay will be from the Newton Road gate. Staff will escort the children to the Sports Hall ready for collection. Adults collecting children from Late Stay are asked to identify themselves to the staff. A member of staff will sign out the child/ren prior to them being allowed to leave. Children may be released to people other than their parent or carer **only** if the school have been previously notified of the adult's name.

Should an unidentified adult arrive to collect a child, parents will be contacted by phone prior to the release of the child. Changes to collection arrangements may be notified by contacting the school office or by adding a note to your booking on My School Portal. If you think you will be later than the collection time you have booked please phone to advise us.

**Pre Prep Late Stay ends at 17:20.** If you have an emergency which delays your collection until after 17:20 then you must phone the Late Stay Manager.

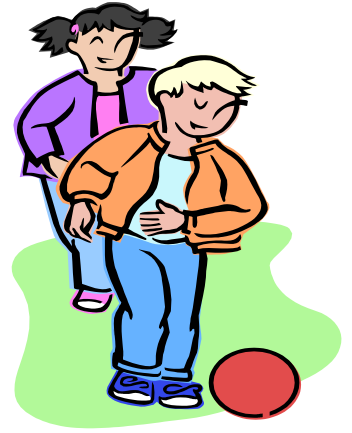


## COSTS

The charges are reviewed each year. With effect from 3rd September 2020 the charges will be:

The charge is for the period 15:20 - 17:20 is £10.85

For Pre Prep, school ends at 15:15 and the Late Stay charges start from 15:25.



**You will be charged £6.00 for every 5 minutes your child is in  
Late Stay after 17:30.**

Children who are waiting up to 16:30 to travel home with a sibling will not be charged.

The children are presented with a wide range of practical experiences that are intended to motivate, stimulate and challenge. We promote child centred play and encourage independence.

15:20 Staff welcome the children as they arrive. A register is taken and a story read to the children.

Children may choose from available activities and areas to play. They are encouraged to be outside if the weather is fine.

The children will wash their hands and a light snack is served in the

17:20 Collection from Pre Prep Late Stay is at 17:20 from Newton Road..

17:20 If, in an emergency, a child is not collected then he or she will be cared for alongside the older children.