



St Michael's Church of England Primary School
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Dear Parent/carers

In the Summer Term, there will be some changes to the way you book your child into After School Club.

If you wish to have a choice of the clubs you need to book in advance on WisePay, and we will be adding a few more spaces to each club online.

If you need to make an emergency booking on the day via the school office, there will be one club option. This will be Homework on Monday to Thursday and Free Play on Friday.

Homework Club will still be available to book in advance on WisePay. If you would like your child to do Reading Plus or Timestables Rock Stars this is only available in Homework Club that is booked via WisePay.

If you book ASC on the day, you can pay in cash in the morning at the office or at the end of the session when you collect from After School Club.

The charges are as follows:

Club one = Collection between 3:15-4:15- £3.00 per child

Club two = Collection between 4:15-5:15- £6.00 per child

Club three = Collection between 5:15-6:00- £9.00 per child

If you are late collecting from club one (after 4:15) or club two (after 5:15) your child will be put into the next club and you will have to pay for that session also.

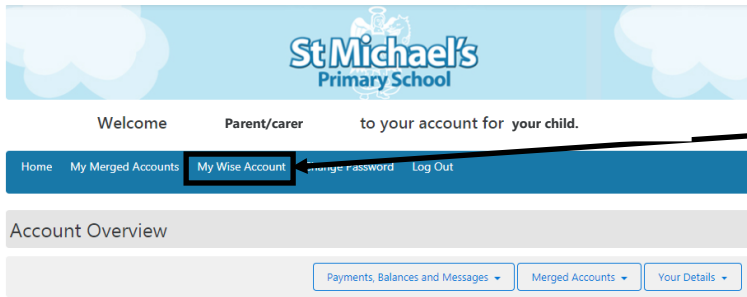
After School Club finishes at 6pm, if you arrive after to collect after this time there is an additional charge of £6.

If you have booked in advance on WisePay and no longer need that session on the day, you must inform the office by 2:45pm that you are cancelling the space for that day. If no cancellations have been made your child will be taken to After School Club and you will have to go to the main office to collect after the registers have been taken.

Once you have made your bookings you can check which clubs you have booked and on which days by using the following steps.



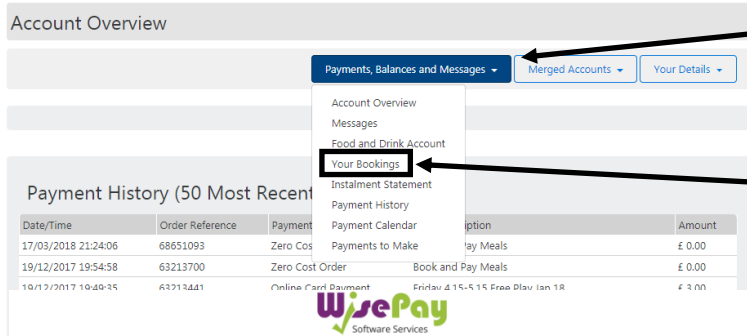
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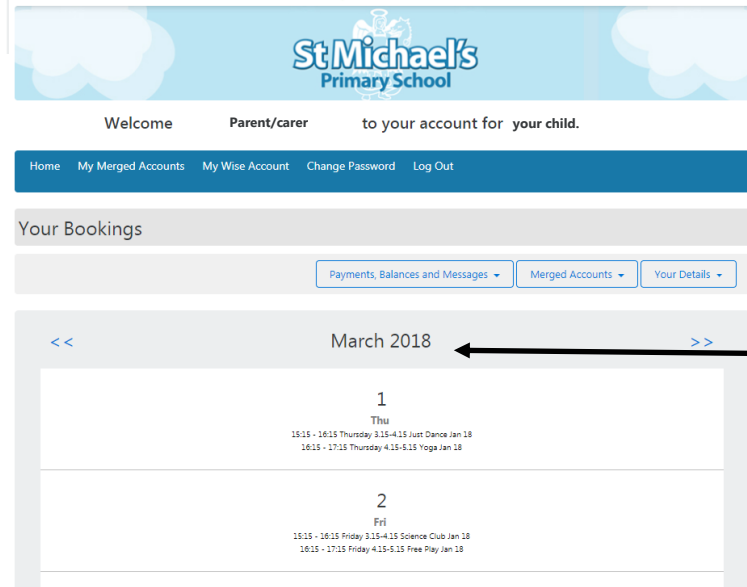
1. When you log into your child's account click on 'My Wise Account'



2. Click on 'Payments, Balances and Messages'



3. Click on 'Your Bookings'



4. This will bring up a calendar that will show what clubs you have booked and on which dates.

Yours faithfully,

Emily Marshall
School Business Manager

Heidi Bennett
Manager After School and Holiday Club