

Dear Parents

Following a review of the running of After School Club the following arrangements were updated and implemented from September 2013. This review was undertaken in order to provide clarity to all.

After School Club is offered to all Prep girls and run by Mrs Stokes. Parents may book their daughter's place at ASC in advance on a regular basis (please write this on the back of the Direct Debit form) or occasional basis (please let one of the Prep classroom assistants know or phone through to the Prep staffroom on 0207 847 5554 before 12 mid day on the day concerned). Please be aware that this phone is not attended from 3.30 to 4.15pm when all Prep staff are engaged in supervising the end of the school day. **Please do not phone Miss Rogers' direct line or email a teacher with these arrangements.**

Girls will be taken to ASC from the Prep corridor at approximately 4.10pm or 4pm on a Friday. Girls usually go to the Senior School Library for a snack (which is provided at no additional cost) before they start their supervised homework. Only once homework is completed are girls allowed to play educational games or read. You will be charged for ASC attendance as soon as the girls have left the Prep corridor. From c. 4.10 til 6pm the charge is a flat rate of £5.

Girls who attend an after school music or sports club (these are free!) may also go on to attend ASC. If girls are not picked up promptly at the end of a club, they may not wait in reception for extended periods of time but will be sent to ASC. Reception staff are not always able to supervise Prep girls in reception. A charge of £5 will be payable for attendance at ASC for any amount of time between 5pm and 6pm.

We have encountered some difficulties with girls not being picked up before 6pm. It is vitally important that we have up to date contact and emergency contact details for you. A further charge will be payable if your daughter is not picked up by 6pm. You should be aware that in certain circumstances where staff cannot stay after 6pm, if we cannot contact you or where there are other concerns we may need to contact the police or social services.

ASC is a valued resource which works well for us all. I hope that these adjustments will improve arrangements at the end of the day and provide clarity about how the system works. If girls are not staying for ASC they should be picked up promptly at the end of the school day. These times are 3.45pm for all girls on Fridays and 3.45pm for Lower and Upper One Monday to Thursday and 4pm for Lower and Upper Two Monday to Thursday.