

Fordley Primary School  
Dudley Drive  
Dudley  
Northumberland  
NE23 7AL



Phone: 0191 2502207  
Email: [office@fordleyprimary.org.uk](mailto:office@fordleyprimary.org.uk)  
Website: [www.fordleyschool.com](http://www.fordleyschool.com)  
Twitter: @FordleyPrimary

Headteacher: Mrs C.L. Withers (BA QTS Hons, NPQH)  
Deputy Headteacher: Mr C. Maule (PGCE, LLME)

## Afterschool Childcare – September 2021

### Who can use this provision?

This is available for parents/carers who need the childcare for **work reasons only**. At this time we cannot predict what September might look like with regard to COVID-19 so we will need to continue to maintain smaller numbers of children.

### How do I book a place?

If you need to book a place for your child at **Afterschool Childcare**, we will need to know a week in advance which days your child will be in the childcare provision. You can do this by emailing [office@fordleyprimary.org.uk](mailto:office@fordleyprimary.org.uk)

If you know that your days will always stay the same, just tell us this in your email and we will book your child in for the half term (rather than you having to email every week).

***It is essential that you book in advance as we need to keep accurate registers to comply with test, track and trace regulations.***

If you do not need a place yet, but may in future, all we ask is that you email the week before you require a place to let us know which days.

### How do I collect my child from Afterschool Childcare?

Children can be collected from Afterschool Club by ringing the Afterschool Childcare number (**07979684404**) when you are at the main school entrance door, and your child will be brought to you by a member of staff. You will not be able to access the building for safeguarding reasons, so we request your patience whilst waiting for your child (feel free to wait in your car if it is raining).



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### How do I pay for the provision?

If you wish to pay us by bank transfer, please contact us on 0191 2502207 or email [office@fordleyprimary.org.uk](mailto:office@fordleyprimary.org.uk) and ask to speak to Mrs Rowley. She will help you with this. If you need to pay by cash, please put it in an envelope and hand to a member of after school club staff when you collect your child.

Charges are as follows:

- 3:30pm - 4:00pm = £3
- 3:30pm - 5:00pm = £4
- 3:30pm - 5:30pm = £5
- 3:30pm - 6:00pm = £6

We will let you know if there are any outstanding balances on your account and we ask that you pay these promptly to make sure your child does not lose their place at afterschool club.

Yours sincerely,

Mrs C.L. Withers  
Headteacher

