

Fordley Primary School
Dudley Drive
Dudley
Northumberland
NE23 7AL



Phone: 0191 2502207
Email: office@fordleyprimary.org.uk
Website: www.fordleyschool.com
X: @FordleyPrimary

Headteacher: Mrs C.L. Withers (BA QTS Hons NPQH NPQEL)
Deputy Headteachers: Mrs R. Boyes and Mrs L. Miller

Afterschool Childcare – September 2024

Afterschool Childcare is available for children when parents and carers are working or who may need urgent childcare for an alternative reason such as an emergency medical appointment etc.

Charges for our childcare are as follows:

- 3:20-4:30pm - £3
- 3:20-5:00pm - £4
- 3:20-5:30pm - £5
- 3:20-6:00pm - £6

How do I book a place?

1. You will need to register through the School Gateway app first. This is available on Android and Apple devices
 2. Once you have registered you will need to email office@fordleyprimary.org.uk so we can make sure you can access the clubs booking session
 3. There are screenshots on our website at <https://www.fordleyschool.com/all-about-fordley-afterschool-club/> to help you to work through how to book a place
- **Payment must be made on booking**, otherwise the booking can't be completed if there is no money on your account and we will not take any bookings over the phone or via email
 - If you receive tax free childcare, email us at office@fordleyprimary.org.uk as we can manually add the amount of money to your account meaning you will be able to book
 - You can book (or cancel) a place on the day up to **3:00pm**. At this point we will print off the daily list for the afterschool club team so no changes can be made.
 - **NO BOOKINGS CAN BE MADE AFTER 3:00pm and you will have to come to collect your child if they are not booked in**

PLEASE NOTE:

- If you do not book a place for that day and your child is left in school, we will have to ring you to come and collect immediately. We have to arrange our staffing based on numbers and



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3:00pm gives you plenty of time to book and pay for the session that day.

When and where can I drop my child off?

- Children can be collected from Afterschool Childcare by ringing the Afterschool Childcare number when you are at the main entrance door (on the front window of the main entrance)
- Your child will be brought to you by a member of the Afterschool Childcare team
- 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 vehicle if it is raining.)

If you have any queries, including issues with accessing the app, please email office@fordleyprimary.org.uk and we will help you in any way we can.

