

## Home Time Arrangements

We appreciate that parents are very busy, and together with after school clubs and Kid's club means end of day arrangements can become quite complicated, and are subject to change. It is very important that all children know their home time arrangements every day. If these are different to normal please inform the school by letter, email or phone. If arrangements change during the day please phone the school so you can be sure your message has been received and can be acted upon. On many days there are pupils who do not know their home time arrangements, this means school admin staff have to phone parents at the end of the day to clarify the situation, due to the time and disruption this causes the school will no longer be trying to contact parents regarding home time arrangements. If home time arrangements are different to normal and the school has not been informed or if a child is unsure of their home time arrangements they will be kept in school where they will be safe and can be collected later in the day, **any child who is still in school after 3.45pm will be booked into Kid's Club and the full £8 fee will be charged.**