



# St Michael's

*CofE Primary Academy*

**Principal: Mrs Kate Jackson**  
Lower Street  
Tettenhall  
Wolverhampton  
WV6 9AF  
01902 558845

Thursday 10<sup>th</sup> April 2025

## St Michael's After School Childcare Club – The Giraffe Club



Dear Parents and Carers,

I'm delighted to be able to write to you to inform you that we will be opening our own After School Childcare provision from **Monday 2<sup>nd</sup> June 2025**. It will be known as The Giraffe Club.

### Timings and cost

The Giraffe Club will run daily during term time from 3.20pm until 6pm. The cost will be:

3.20pm – 4.20pm                      £5 per session

3.20pm – beyond 4.20pm          £12 per session

The session cost for any child attending a school extra-curricular club who then attends our After School Club will be £12. Reserving a place at The Giraffe Club will be through Schoolcomms and payment will be required before 1pm each day. The club limit will be 20 pupils. In exceptional circumstances and in the event an emergency place is required, then contact should be made directly to the school office to see if we are able to help. Please contact Mrs Hallam or Miss Quintyne on 01902 558845. A late collection fee will be in operation for children collected after 6pm.

Children will be collected at the end of the school day from the main school building and brought across to The Ark for The Giraffe Club.

### Emergency Information

It is imperative that emergency contact and medical information is always up to date as information stored by the school office will be accessed in the event of an emergency. Information about dietary requirements must also be regularly updated through the school office. A mobile phone line will be in service between 3.20pm and 6pm, daily, for parents to contact the club leaders directly.

### Staffing

We are delighted to have appointed Ms Julie Porter to run The Giraffe Club and will shortly be appointing an assistant. Members of the Senior Leadership Team will always be available to be contacted during after school sessions. All members of the Senior Leadership Team are trained at Level 3 for Safeguarding.

[www.stmichaelscofeprimary.co.uk](http://www.stmichaelscofeprimary.co.uk)  
[stmichaelsceprimaryschool@wolverhampton.gov.uk](mailto:stmichaelsceprimaryschool@wolverhampton.gov.uk)





# St Michael's

CofE Primary Academy

Principal: Mrs Kate Jackson  
Lower Street  
Tettenhall  
Wolverhampton  
WV6 9AF  
01902 558845

## Policies and Procedures

School policies and procedures will be followed during the sessions, and it is expected that pupils will show that they are *Ready, Respectful and Responsible* at all times.

## Next Step

To enable us to plan for a successful opening, please can you complete the form below if you believe you will be using our provision, returning your completed form to the school office by Friday 2<sup>nd</sup> May 2025.

Following the Easter holidays, I will write with further information and update parents on the booking system as it is currently still being tested.

Yours sincerely,

Mrs Kate Jackson

Principal

## St Michael's After School Childcare Club – The Giraffe Club

### Expressions of Interest

Name of Child ..... Year group .....

I am proposing to use the St Michael's After School Club for the following days and times from Monday 2<sup>nd</sup> June 2025.

Day	3.20pm – 4.20pm	3.20pm – beyond 4.20pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
On an ad hoc basis		

[www.stmichaelscofeprimary.co.uk](http://www.stmichaelscofeprimary.co.uk)  
[stmichaelscofeprimaryschool@wolverhampton.gov.uk](mailto:stmichaelscofeprimaryschool@wolverhampton.gov.uk)

