

Highbury Roundhouse Youth and Community Centre



REGISTERED OFFICE: 71: RONALDS ROAD: LONDON: N5 1XB

TEL: 020 7359 5916 FAX: 020 7354 9638

E-MAIL: admin@highbury-roundhouse.org.uk
www.highbury-roundhouse.org.uk

3rd September 2019

Dear Parents/Carers

St Joan of Arc Extended School Services - Autumn Term 2019

Welcome back everyone, we hope you have all had a lovely summer break!

The new enrichment class timetable/booking form for the autumn term is now available and attached to this letter. The clubs will run for 14 weeks starting on **Monday 9th September and ending on Thursday 19th December 2019.**

You will be able to book online from Wednesday 4th September.

Please use your SCO.PAY account to book online. If you have any problems, please come in and see the after-school club staff before the clubs go live.

Enrichment classes are based on first come basis, the numbers in clubs will be shown online. If you cannot see or book into a club, this maybe because it is full.

After-School Club

Please use your online account to book childcare. This is the easiest and most convenient way to book. **You must book 24 hours in advance; the system will not allow you to book on the same day.**

Parents a reminder that if your child has allergies or medical needs you need to inform the manager and ensure that we have their medication onsite. All items e.g. asthma pumps and Epipen must be clearly labelled with your child name and date of expire. Please be aware that we will not be able to administer any medication to your child, they will need to do this themselves. Parents to helps us keep your children safe we must insist that your child can only attend if we have their medication onsite.

Reminder for the parents that the correct codes need to be used when booking into the ASC on Scopay. Sibling code B can only be used when Code A is been used for the first child. Concessionary code C can only be used once evidence is been proved to the manager and a place is available. Please note that places are limited.

If you need to contact us, details are as follows -

ASC Tel: 0207 354-8996 (3:00pm-6pm)
Head Offices: 0207 359-5916 (10:00am-6:00pm)
E-mail at After school club stjoanofarcasc@outlook.com (3:00pm-6pm)
E-mail at Head office: admin@highbury-roundhouse.org.uk
Website: www.highbury-roundhouse.org.uk
School Website: www.st-joanofarc.islington.sch.uk



Outstanding Early Years Provider
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Staff and roles in the after school club

Eileen	Jasmine	Agatha	Hafiza	Lawrencia
Children's Services Manager	Deputy Manager	Playworker	Playworker	Playworker

Kind regards,

Julie Day
Extended School Services Coordinator.