

Absence Policy

Breakfast Club

There is no need to notify us on non-attendance.

After School Club

If a child is going to be absent from a session, parents **MUST log on** and cancel the session.

This can be done by logging into their booking account, going to the **SUMMARY Tab** and cancelling the required session.

This must be done no later than 30 minutes before the club start time. Past this point parents will need to either pop into the club and inform them or call them on the club phone line AS SOON as club starts.

Text messages are not read and cannot be used as a way of notifying non attendance

Emails sent within 24 hours of the session will not be actioned in time to notify the club.

Repeated failure to notify the club that a child is not coming to After School Club may see our services withdrawn.