



July 10th 2024

BREAKFAST CLUB AND AFTER SCHOOL CLUB - New booking system from September 24

Dear Parents/Carers,

I am writing to inform you of an exciting new system we are implementing for booking our Breakfast Club and After School Club here at St Mary's.

After careful consideration and feedback from our parent community, we are thrilled to introduce **ParentPay Clubs** as our new platform for managing club bookings and payments. This system will simplify and streamline the entire process, providing parents with greater flexibility and convenience.

From September, all bookings and payments for our Breakfast Club and After School Club will now be made through this secure online portal. If you already have an account with ParentPay then the clubs option will be added for you. Details of how to access this service and how to book will initially be sent out to families who currently use Breakfast and After School Club. If you wish to be added to our Breakfast and After School club list so that you can use this booking provision (even if you think you will only require it on an ad hoc basis) please complete the attached registration form and forward it to the school office. We will no longer be invoicing families separately and you will no longer be able to pay BACS directly into the school account. Staff will be available to support you if you need help in setting this up or to be shown how to book sessions.

Key information:

- You will be able to book your child's place until 5 pm the night before, and you will also be able to cancel without incurring a fee up until the same cut-off time.
- Any on-the-day bookings will need to be made through the school office, subject to availability and staffing ratios, and approval by the Head or Deputy may need to be sought.
- We are also pleased to announce that we will be reverting to offering half-session options until 4:30 pm for a reduced cost.
- We will also revert to providing a sibling discount.
- Parents can still use childcare vouchers or the government's tax-free childcare scheme as payment methods. You administer these in the same way as previously and credit will be added to your account for the relevant club. Please let us know what split you would like crediting to Breakfast Club and After School Club.
- We will be capping the number of places to ensure we adhere to the necessary ratios.
- If parents are late in collecting their children, the previously advertised late payment charges will still apply.
- We will eventually move to adding all other after school sports clubs to this system to streamline admin and making booking easier and simpler for parents.



We are pleased to also introduce new costs. Hopefully these are simpler than previously (one charge for all children) and hopefully affordable in comparison to other providers.

New Charges:

- Breakfast Club (from 7.45am): **£5 per child**
- After School Club including snack (3.20pm until 5.30pm): **£9 per child**
 - Sibling Discount – (**£9 for first child**) **reduced to £7 for 2nd or 3rd child**
 - If child attends a *paid for* sports club until 4.30pm then requires a half session from 4.30pm until 5.30pm - **£6 (snack will be provided)**
- Late charges will be charged at £10 for up to 15 minutes late and £10 for every 15 minutes thereafter. (This is to cover staffing costs for staff that will need to stay with your child).

We believe this new booking system will be a great improvement on the previous one, which has been challenging and complicated for both parents and staff to manage. We hope this will meet the needs of parents who rely on our provision and will support their busy working lives by giving them a simple way to book and pay for sessions. This change will hopefully provide the flexibility you need, and it will also ensure that we maintain financially viable by preventing the accumulation of debt, **as fees are payable in advance of sessions booked.** Session lengths are staying the same as we do not currently have the staffing capacity to extend this but I would welcome feedback on how many parents would welcome longer session times.

We will let you know when bookings go live and send out more detailed information about how to do this in due course.

If you have any questions, please do not hesitate to contact the school office.

Kind regards,

RChadbourne

Rachel Chadbourne

Headteacher

