



# Shirley Community Primary School Shirley Pre-School

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Headteacher: John Cattermole  
Deputy Headteachers: Diane Mitchell & Suzanne Wernham

## Breakfast Club & After School Club – New booking arrangements

Dear Parents and Carers,

As part of our extended care service here at Shirley Primary School we provide care for pupils before and after school. The Breakfast Club and After School Clubs are managed by myself and Mrs Wernham and led by Mrs Kozicz.

Both clubs take place in the rooms alongside the Children's centre.

### Timings

**Breakfast Club:** Drop-off is at the entrance to the Children's Centre. The Club opens at 7:45am. Children should not arrive before this time as they will not be supervised. Children will remain in the club area until 8:40am when they will be escorted to their classrooms, or to any pre-school clubs they are attending.

**After School Club:** The After School Club also runs in the area beside the Children's Centre. The club starts at 3:15 and closes at 6:00pm. Children will be brought to the club by a member of staff. A register of all children will be taken at 3:20pm. Staff will try to locate children who have not arrived at a pre-booked session. Parents will be contacted should it not be possible to locate pupils. Children attending after school groups such as football club will be brought to the club area at the end of their activity. Children should be collected at 6:00pm promptly from the entrance to the Children's Centre.

Parents are asked to inform the school office of any changes to attendance at either club. Please use the email address [finance@shirley.cambs.sch.uk](mailto:finance@shirley.cambs.sch.uk) for this purpose. This email address can be used for either club.

Both clubs operate term time only, excluding any Professional Training days. Please see our school term timetable on the school website [www.shirley.cambs.sch.uk](http://www.shirley.cambs.sch.uk)

### Booking a place

I am attaching an Autumn term booking form for each club. We understand that having confirmed childcare is a priority for parents and so hope that the ability to book for the whole term will provide peace of mind that your childcare is secure for a longer period.

Places must be booked in advance via this booking form, which will be produced at the end of each term in preparation for the following term. These will be sent home via Pupil Asset at the end of the previous term, or can be downloaded from the Club page of the Shirley website. Hard copies are also available from the office team. Please complete this booking form and return to school before the end of term so that capacity can be assessed and places allocated before the start of the new term. Please use the post box in the front entrance



if there is no one available to take your booking form. If you would like to make a last minute booking, please contact me via the email address, [finance@shirley.cambs.sch.uk](mailto:finance@shirley.cambs.sch.uk), and we will do our best to accommodate.

### **Making Payment**

**Breakfast Club:** The cost of attending The Breakfast Club is £2.00 per session per child.

**After School Club:** The cost of attending The After School Club is £7.00 per session per child.

On receipt of your completed booking form you will be sent an email to confirm your booking. An invoice will be attached so that you can see the amount due for all of the sessions you have booked. Please remember that all sessions booked are chargeable, even if your child is unable to attend. One invoice will be created per term per child, but for users of both clubs, sessions will be combined onto one invoice. The invoices will indicate the number of sessions booked for each club and the total cost due. We understand that it may be difficult for parents to pay for a whole term of sessions in one amount, so we will accept half termly or weekly payments, provided that the full cost of all booked sessions is paid in advance or before the end of the relevant half term. We kindly request that payments for block bookings be made by the end of the first week of the relevant half term. Payment for one off, last minute bookings should be made within one week of the booking.

Club fees can be paid using the schools online payment system on Pupil Asset, via cash, cheque, childcare vouchers, the Government's tax free savings scheme, or via direct bank transfer. Non payment of fees, or regular late payment, may jeopardise your child's place at the club. When making payment please annotate payments to show which club you are paying for. Please write BC or ASC on the back of any cheques, or on the front of any envelopes containing cash. If paying via childcare vouchers please state your surname followed by BC or ASC in the payment reference field.

We hope that the confirmation of bookings and associated creation of invoices for each child's use of the clubs will give you reassurance that your childcare is secure and will also make payment easier for families. It will enable us to keep a better record of payments made and those that remain outstanding.

We hope that you see these adjustments as a constructive move forward. If you would like to discuss any aspects of this, please drop me an email, or give me a call

Best wishes,

Mrs Sarah Jelliman  
School Business Manager

