

Alconbury Church of England Primary**School**

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HEADTEACHER Mrs Jane Watts

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"Where we Educate the whole Child"

Friday 16th November 2018



"ALCONBERRIES" – Wrap around Care

We are really excited to be taking over our wrap around care provision which will now be known as 'Alconberries', as named by Edith Y5, and voted for by our school council.

This provision will be in place by Monday December 3rd.

STAFFING

Staffing for the club will be predominantly Alconbury School, existing staff. They are as follows:

Caron Abblett

Steph Beaumont

Julia O'Donnell

Heather Tagg

We will also be using some of our Teaching Assistants to cover if needed.

OPENING TIMES & COSTS

CODE	TIME	COST	INFORMATION
B	7.30 - 8.45am	£5	Includes a breakfast of toast or cereal Breakfast will be served at 8am until 8.15am
N	8.15 - 8.45am	£3	No breakfast
H	3.15 - 4.15pm	£4	No tea
T	3.15 - 5.15pm	£8	Includes a light tea of sandwich or wrap.
F	3.15 - 6.00pm	£10	Includes a light tea of sandwich or wrap.
C	4.15 - 5.15pm (after a school club)	£4	Includes a light tea of sandwich or wrap.
L	4.15 - 6pm (after a school club)	£6	Includes a light tea of sandwich or wrap.

REGISTRATION

To register your child, please complete the attached registration form so that we can add you to the system. You will not be able to book any sessions until this registration form is complete. One registration form needs to be completed per child, additional forms can be collected at the office and will shortly be available on our website. Once you have registered, you will be given a copy of 'Alconberries' policy' and will be asked to sign an agreement.

PAYMENT

Payment will be online only, this is using the existing school 'Scopay' or Childcare vouchers. This will mean all sessions have to be paid for in advance.

CHILDCARE VOUCHERS

We have registered to be able to accept childcare vouchers. This is a new process for us, so feel free to drop in and speak to Elizabeth Arkle if there are any issues. Our ID number for this process is 110809 PE28 4EQ

BOOKING

Booking must be made through 'Scopay'. Booking options can be located in the 'View products' tab.

CANCELLATIONS & ADJUSTMENTS

Any cancellation must be made by either phoning the school office directly on 01480 890341, or by emailing alconberries@cambs.sch.uk.

REFUNDS

Refunds will only be issued if cancellations have been made seven or more days in advance. This is due to organisation of staffing.

This is obviously a new venture for us as a school and there are bound to be a few teething issues. We welcome your feedback, but please be patient with us whilst we get everything in place.

Jane Watts