

‘Achieving Excellence through Leadership’

GILES JUNIOR SCHOOL

Telephone: 01438 353374 email: admin@gilesjm.herts.sch.uk Website: www.gilesjm.herts.sch.uk



Headteacher: Miss. L. Whitby

15th July 2020

Dear Parent/Carer,

Smiles @ Giles (After School Club) – Booking Procedure

All bookings are taken **online, through the School Gateway clubs booking system.**

The After School Club will be open from Monday 7th September and you are able to book your sessions from today, 15th July 2020. You need to click on the clubs module (which is the icon under the shopping trolley) and click on Smiles @ Giles (After School Club) tab. You are then able to process your booking by choosing which session you require and the day or days you need to book onto the club. **DO NOT CLICK INTO THE TROLLEY AND MAKE A PAYMENT FIRST.** Once you have made your booking, you will be asked to make a payment. **The session will not be booked until a successful payment has been made.** You can book in for as many days as you need to.

Places are limited to 30 children, so if the club is full on the day you have requested, then you will not be able to book into the club on that day. **If you are making a booking on the same day please ensure this is done online by the deadline of 2.00pm.** In the case of an emergency, after 2.00pm, please contact the School Office. Please be aware that a cash payment will be required on the day in this case.

Each day the list of children attending our After School Club will be printed off from the School Gateway and used for the daily register and also closely looked at to ensure safe spaces are set up for our year group bubbles, so it is essential that all bookings are done in this way. At this time we are only able to offer After School Club spaces to junior school children only.

If you have any questions please do not hesitate in contacting the school office. If you are not yet connected up to the school gateway please download the app onto your phone and search for Giles Junior School.

For full details about our After School Club please click on the link which takes you to our website :
<https://gilesjm.herts.sch.uk/about-us/after-school-club/>

Yours sincerely,

Miss. L. Whitby
Headteacher

