

‘Achieving Excellence through Leadership’

# GILES JUNIOR SCHOOL

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Headteacher: Miss. L. Whitby

30<sup>th</sup> September 2021

Dear Parent/Carer,

## **Smiles@Giles (After School Club) – Updated Booking Procedure**

As you are aware, all bookings are taken **online, through the School Gateway clubs booking system**. We are happy to announce that **from the 1st November our After School Club, Smiles@Giles, will be able to take bookings for any infant siblings**. Therefore, if you have a child in the juniors who attends and would need an infant sibling to attend too, this is now possible from after October half term!

A registration form will need to be completed for the infant sibling who will be attending our club before their session. These will be available from the school office or Miss Watts very soon. Infant siblings will be collected by a member of Giles Junior Staff who will bring them across safely to our After School Club.

### **BOOKING FOR THE CLUB**

There are extra session options now available to choose if you would like the infant sibling booked in too (session D and E). The sessions that will be available to book from 23<sup>rd</sup> October 2021 for sessions starting after half term are:

- Session A: 3.00-4.45pm - £7.00 (single session for Junior child only)
- Session B: 3.00-6.00pm - £8.50 (single session for Junior child only)
- Session C: 4.00-6.00pm - £7.50 (single session for Junior child only)
- Session D: 3.00-4.45pm - £13.00 (Junior Child & Infant Sibling session)
- Session E: 3.00-6.00pm - £16.00 (Junior Child & Infant Sibling session)

Please be reminded that the booking deadline is 2pm on the same day.

### **CANCELLATIONS AND CHANGES UPDATE**

Parents are now able to cancel and make changes to their booking up until the booking cut off time (2pm for Smiles After School Club). When a booking is cancelled, a credit will be applied to the balance to reverse the charge that was created when the booking was made. When a booking is changed, a credit will be applied to the balance to reverse the charge that was created when the booking was made and a new charge will be applied.

If you have any questions about this please do not hesitate in contacting the school office or speak to Miss Watts, our After School Club Manager.

Yours sincerely,  
Miss. L. Whitby  
Headteacher

