

Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
Tel: 01483 561323
e-mail: office@queeneleanors.goodshepherdtrust.org.uk



Headteacher: Roger Blackburn

6th March 2017

Before School Club Summer 2017

Dear Parents/Carers,

We are now taking bookings for the Summer Term. We require a new booking form for each term, any regular booking does not automatically renew from one term to the next. If your child applied to take part in a before school activity club (eg Judo, Running, Yoga) you should already have received confirmation that they have a place.

As you may be aware, the Before School Club is very popular and we have been reaching full capacity on most days. **We would like to draw your attention to the new terms and conditions which were effective from 5th September 2016.** Main changes are:

- Children to be signed in by Parent/Carer
- No refunds for sickness or cancellations
- Completion of Registration Form

If you are at all unsure about your booking, please check with the school office and/or accompany your child to the Before School Club hut.

If you are new to the club, here is a review of the details: There will be a number of different activities on offer for the children to do before school. These will include a range of board games, reading activities, work challenges, DVDs, etc. The range of activities may change over the course of the term depending on the feedback we get from the children using the club. Please note we do not provide breakfast.

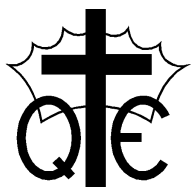
Before School Club is only available to children currently at QE.

Please find attached the next term's timetable for booking purposes. Booking forms will be processed on a 'first come, first served' basis. We will confirm your booking on receipt of a completed registration form, booking form and payment.

Regards,

Roger Blackburn
Headteacher

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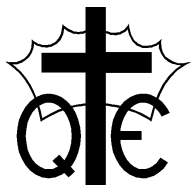


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Before School Club Terms & Conditions

- Bookings must be made using the Before School Club (BSC) form available from the school office.
- Payment will be required in advance at the time of booking and your child(ren) will not have a confirmed place until payment has been received. A child may be refused entry from BSC if payment is not received in advance. Payment can be via ParentPay (£10.00 minimum payment), cash or cheque payable to "Queen Eleanor's School".
- The cost of BSC is £2.50 and this is a flat rate. This means if you drop your child at 8.20am you will still pay £2.50.
- Ad-hoc bookings may only be made if there is space available (up to one 24 hours before). Please check availability with the school office first and once space has been confirmed, a booking form and payment must be received before the place can be guaranteed. Once an ad-hoc booking has been made and payment received, it cannot be refunded. As above, a child may be refused entry if payment has not been received in advance.
- **No refunds will be given for cancellation, due to change in circumstances or sickness, once a place has been booked and confirmed. In the instance of long term sickness, sessions may be carried forward at the school's discretion. Please ensure if your child is absent from BSC through sickness you inform the school office in the usual way, before 9.30am.**
- **Registration forms must be completed for each child.**
- If BSC is unable to open due to adverse weather conditions or circumstances beyond our control, a credit or extra session will be offered.
- BSC opens at 7.45am and school staff are not responsible for any children arriving prior to this time. Children can be dropped off at any time after 7.45am.
- **Parents/carers must sign their child in to BSC each time they attend.**
- Please advise the school office if your child will no longer be attending BSC. One full week's notice is required.

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BEFORE SCHOOL CLUB BOOKING FORM

Child's name		Class	
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Please tick the dates you require on the calendar below.

Calendar

	Tuesday 18 th April	Wednesday 19 th April	Thursday 20 th April	Friday 21 st April
Monday 24 th April	Tuesday 25 th April	Wednesday 26 th April	Thursday 27 th April	Friday 28 th April
Monday 1 st May BANK HOLIDAY	Tuesday 2 nd May	Wednesday 3 rd May	Thursday 4 th May	Friday 5 th May
Monday 8 th May	Tuesday 9 th May	Wednesday 10 th May	Thursday 11 th May	Friday 12 th May
Monday 15 th May	Tuesday 16 th May	Wednesday 17 th May	Thursday 18 th May	Friday 19 th May
Monday 22 nd May	Tuesday 23 rd May	Wednesday 24 th May	Thursday 25 th May	Friday 26 th May INSET DAY
End of 1 st Half Summer Term 2017				
Monday 5 th June	Tuesday 6 th June	Wednesday 7 th June	Thursday 8 th June	Friday 9 th June
Monday 12 th June	Tuesday 13 th June	Wednesday 14 th June	Thursday 15 th June	Friday 16 th June
Monday 19 th June	Tuesday 20 th June	Wednesday 21 st June	Thursday 22 nd June	Friday 23 rd June
Monday 26 th June INSET DAY	Tuesday 27 th June	Wednesday 28 th June	Thursday 29 th June	Friday 30 th June
Monday 3 rd July	Tuesday 4 th July	Wednesday 5 th July	Thursday 6 th July	Friday 7 th July
Monday 10 th July	Tuesday 11 th July	Wednesday 12 th July	Thursday 13 th July	Friday 14 th July
Monday 17 th July	Tuesday 18 th July	Wednesday 19 th July	Thursday 20 th July	Friday 21 st July
End of Summer Term 2017				

To book your child a place, please fill out the application form above and return it with your payment and registration form via your child in a sealed envelope. Please mark the envelope with your child's name, class and "BSC". If you have more than one child who wishes to attend, please complete a separate form for each child. Cheques should be made payable to **Queen Eleanor's School**, alternatively you can pay online using ParentPay.

Signed		Date	
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www.queen-eleanors.surrey.sch.uk

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 The Education Centre, The Cathedral, Guildford, Surrey GU2 7UP