

Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323



"A caring, supportive community, grounded in a Christian ethos, where children are inspired to explore their potential and develop skills for life."

Head Teacher: Jo Davies

May 2022

Before School Club Autumn 2022

Dear Parents/Carers,

Before school club was established in October 2011. It offers a service to parents who find it useful to be able to drop children off earlier than usual at school. The club is run by non-teaching members of staff from the school and is held in the white external building located through the gates to the right of the main school building. The club session runs from 7.45am to 8.30am and costs £4.00 per day. **Please note we do not provide breakfast.**

On Monday 4th July 2022, we will begin taking bookings for the autumn term. Before School Club is very popular and there are limited spaces, therefore we operate bookings on a first come, first served basis via our 'School Interviews' system.

Please take note our booking terms and conditions can be found at the end of this letter.

If you are at all unsure about your booking, please check with the school office before the first session.

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

HOW TO BOOK:

The 'School Interviews' booking system will open at **9am on Monday 4th July 2022.**

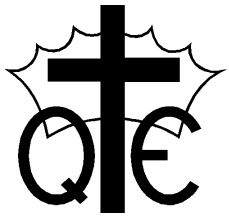
Please follow the link – <https://www.schoolinterviews.co.uk/> and enter the school code: **husg3**

- The system will prompt you for your e-mail address, name and emergency contact details.
- It will ask you how many students you are booking for, their name and date of birth.
- Select your child/ren's class via the drop down box.
- All available days will then be displayed. Simply click each day you wish to book and click "go".

Please note: should you require Before School Club provision for the entire term you will need to select all the days needed right up until the end of the autumn term.

- You will be shown your bookings and given an option to cancel them if need be. Finally, click "finished"

The first step of your booking is now complete. An e-mail confirming your times will be sent to you for your reference and reminder – please check your spam folder if not received immediately.



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After receiving your e-mail confirmation, please calculate your booked days by the cost per session of £4.00, and credit the total to the Parent Pay 'Before School Club' payment item. The office will make sure that payments match bookings. Details on how to sign up to ParentPay will be sent out shortly.

Bookings will be processed on a 'first come, first served' basis. We will send final confirmation of your booking on receipt of a completed 'School Interviews' booking and payment via ParentPay.

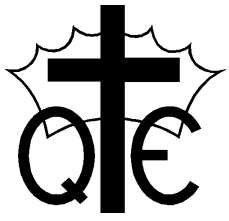
It is important that you only pay on Parent Pay after you have received confirmation of your place from the School Interviews system. Any funds received without a corresponding booking will be refunded and your child will not have a place at Before School Club.

Please note: Bookings will close on Monday 11th July to allow time for processing and confirmations to be sent.

If you wish to book onto the club after this time, please email the office.

Regards,

The School Office



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Before School Club Terms & Conditions

- Bookings must be made using the School Interviews booking system.
- Payment will be required in advance at the time of booking - 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 should be made via ParentPay.
- **Applications are processed on a "first come, first served" basis once payment is received.** If the BSC is oversubscribed, a waiting list will be set up. Parents/carers will be notified if a space becomes available.
- The cost of BSC is £4.00 per day and this is a flat rate. This means if you drop your child at 8.20am you will still pay £4.00.
- **An online booking must be completed for each child.**
- BSC opens at 7:45am and runs to 8.30am. School staff are not responsible for any children arriving prior to this time. Children can be dropped off at any time from 7:45am.
- Ad-hoc bookings may only be made if there is space available (up to 24 hours before). Please check availability with the school office first and once space has been confirmed, an online booking 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 once a place has been confirmed. In the instance of long term sickness, pre-booked sessions may be carried forward at the school's discretion.**
- If your child is absent from BSC through sickness please inform the school office in the usual way, before 9:30am.
- If BSC is unable to open due to adverse weather conditions or circumstances beyond our control, a credit or extra session will be offered.