



Queen Eleanor's Church of England Junior School  
An Academy in the Good Shepherd Trust\*  
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD  
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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

1<sup>st</sup> December 2020

### **Before School Club Spring 2021**

Dear Parents/Carers,

On Thursday 3<sup>rd</sup> December 2020, we will begin taking bookings for the spring term. We require a new online booking for each term, any regular booking does not automatically renew from one term to the next.

Before School Club is very popular and we have limited spaces, we are therefore operating January's booking on a first come, first served basis via the 'School Interviews' system.

**We would like to draw your attention to the terms and conditions, which follow this letter.**

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

If you are new to the club, here is a review of the details: The club session is from 8.00am to 9.00am and costs £3.50 per day. There will be a number of socially distant activities on offer for the children before school. **Please note we do not provide breakfast.**

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

The 'School Interviews' booking system will open at **9am on Thursday 3<sup>rd</sup> December 2020.**

Please follow the link – <https://www.schoolinterviews.co.uk/> and enter the school code: **4jrb5**

- 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.
- If your child is in Year 5/6 you may give permission for them to arrive at Before School Club on their own and sign themselves in. **Please indicate if you would like this to happen by completing the required field.**
- 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 until April.**

- 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-mailed confirmation, please calculate your booked days by the cost per session of £3.50, and credit the total to the Parent Pay 'Before School Club' payment item. The office will make sure that payments match bookings.

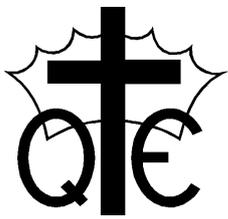
**Bookings will be processed on a 'first come, first served' basis. We will confirm your booking on receipt of a completed 'School Interviews' booking and payment via ParentPay.**

**It is extremely 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 Friday 11<sup>th</sup> December 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,

Jo Davies  
Head of School



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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 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 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 £3.50 per day and this is a flat rate. This means if you drop your child at 8.20am you will still pay £3.50.
- **An online booking must be completed for each child.**
- BSC opens at 8.00am and runs to 9.00am school staff are not responsible for any children arriving prior to this time. Children can be dropped off at any time after 8.00am.
- **Parents/carers must sign their child in to BSC each time they attend.** All Year 3 and 4 children must be signed in by an adult. Children in Years 5 and 6 can sign themselves in on receipt of a completed consent booked checked on the online booking.
- 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, prebooked 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.