

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

25th November 2022

SPRING TERM 2023 – CLUB BOOKINGS INFORMATION

Dear Parents/Carers,

We will continue with our **'first come first served'** club booking system – managed entirely online via ParentPay (<https://www.parentpay.com/>). Should you experience any problems logging in please contact the office for help.

We will be opening the booking system at different time slots to allow parents an equal opportunity to book clubs for siblings in different year groups. The bookings will open on **Monday 28th November** as follows:

7pm – Clubs for Y3 & Y4 only (Dodgeball Y3&4, Running Y3&4, Football Y3&4, Coding Y3&4)

7:30pm – Clubs for Y5 & Y6 (Netball Y5, Coding Y5&6, Netball Y6, Dodgeball Y5&6, Running Y5&6, Football Y5&6)

8pm – Clubs for all years (Art, Drama, Ukulele, Cartoon club, Chess club, Tae kwon-do, Writers club, Basketball, Board games club, Judo)

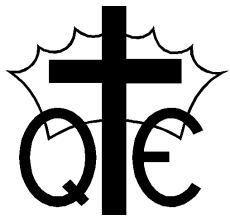
Please carefully note in advance which clubs you would like to book and what time they open.

Along with this letter is a copy of the spring term 2023 club timetable. Please take careful note of club running dates and times. **Not all clubs end at 4.15pm** and there are some dates clubs will not run at all.

The Parent Pay booking will open at the above mentioned times on **Monday 28th November**. We have chosen these times to allow our parents who work to have an equal chance to book.

Once the maximum number of places for the club has been reached you will not be able to enrol your child for the club. This means that in order to secure your child's place in any club, the payment has to be made at the time of booking. **If you are unsuccessful, you may contact the office should you wish to be added to a waiting list.**

You will be asked to consent to your chosen club and state the going home arrangements for your child - as an essential step on Parent Pay before you pay for the club. If these arrangements change at anytime, please contact the office.



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Please take note of the following important details regarding certain clubs, which may affect your decision when booking:

- **Due to the high popularity of Coding club, children who have taken part in this club during the autumn term will not be able to enrol for the spring term. This gives all children a fair chance to apply. These children will be eligible again in the summer term.**
- **Netball club can be cancelled at short notice should the weather be too unsettled. In this case, parents will be notified via e-mail and asked to both acknowledge the cancellation and confirm their child's going home arrangements at the end of the normal school day. We therefore suggest that you do not rely on this club as part of your childcare arrangements.**

Useful hints and tips

- Log in prior to the bookings open and credit your ParentPay account with the total amount of money you will be spending on your chosen clubs (should you be successful in getting a space). Upon booking the club, you will then be able to select to use the credit from your account, rather than inputting card details. This will ensure there is no delay in making your booking.
- Select and complete your booking for one club at a time. Storing several clubs in your basket to provide consent in one go does not hold your place and may risk you losing a club booking. A club booking is only secured once consent is completed.
- If you have more than one child at the school, it would be useful to have both parents' logged into separate accounts, each booking clubs for one child.

It is very important that your child is collected at the correct finishing time. The school cannot be responsible for children left any later. Should you be unable to collect your child on time you will need to organise further childcare arrangements.

Please note: Clubs will close for bookings on Friday 2nd December at 12pm to enable the office to finalise registers for the club providers.

Should you have no online access at all either via smart phone or p.c, please speak to the office to discuss alternative booking arrangements.

Kind regards,

The school office