

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



Headteacher: Jo Davies

**Jesus the Good Shepherd said, "I have come to give life – life in all its fullness."
John 10:10**

QE Meadows – Wrap-Around Care Breakfast Club and Afterschool Club Information

Dear Families,

We are pleased to be able to offer our parents and children a fully comprehensive Wrap Around Care provision. All the bookings can be made via **SCOPAY**, the same way that school meals are selected and booked.

Breakfast Club operates from 7:30am – 8:30am during term time

(Breakfast club includes a choice of breakfast cereal or toast).
Bookings must be made 48 hours in advance of the date required.

After School Club operates from 3:15pm – 6:00pm during term time

(After School Club includes a choice of snacks such as sandwiches, bagels, beans & toast and fruit).
Bookings must be made by midnight for the following day.

Costs:	Breakfast Club:	7:30am - 8:30am: £7.00
	After School Club:	
	(E) Early Session:	3:15pm - 4:15pm: £7.00
	(L) Later Session:	4:15pm - 6:00pm: £12.00
	(F) Full Session:	3:15pm - 6:00pm: £15.00
	(S) Sibling Early Session:	3:15pm - 4:15pm: £5.60
	(I) Sibling Late Session:	4:15pm - 6:00pm: £9.60
	(B) Sibling Full Session:	3:15pm - 6:00pm: £12.00

To book your Wrap-Around-Care:

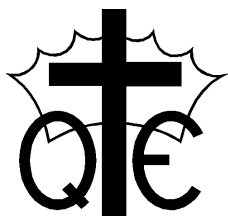
- Please login to your **SCOPAY** account.
- Select the child you wish to view
- Next to the Club name, select Order Sessions (a calendar will be shown)
- You are required to pay for the session at the time of booking – the system will prompt you to top up
- Select the day you require and the options available will be displayed.
- Tap the required option and tap OK

Please note: should you require Breakfast Club or After School Club provision for the entire term you will need to select every day until the end of the term.

Booking & Payment:

- Bookings and payments must be made via our online payment system **SCOPAY**.
- Please select the dates and sessions required.
- Bookings must be made by midnight for the following day for After School Club and 48 hours prior to the intended session for Breakfast Club.
- If paying by Childcare Vouchers or Tax-Free Childcare, please see the attached documentation for full details.
- Bookings can be made a month in advance or as and when required. All bookings must be made in advance.

www.queen-eleanors.surrey.sch.uk



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In case of an emergency, when childcare is required after the booking system is closed, please contact the school office directly.

Late Collection Fees:

- On the first occasion that a child is collected late, parents/carers will be reminded of the late collection policy and their reasons for lateness discussed.
- On the second occasion a child is collected late, parents/carers will again be reminded of the late collection policy and an invoice detailing the late payment will be issued and the after-school club leader will discuss any extenuating circumstances for the late collections. Any child(ren) collected late will be charged a fee of £15.00 per late collection. Any late fees will be added to the child's account and until the account is paid, no further bookings will be able to be made. The parent will be expected to pay the late fees onto the online payment system within 48 hours. Failure to pay will lead to further action being taken.

Session Cancellation:

- Parents can change or cancel their sessions up to 24 hours prior to their child attending a specific session without incurring a charge. Any change or cancellation after this point is non-refundable.
- If a child will not be attending a session, the office should be contacted before 2pm on wac@queen-eleanors.surrey.sch.uk or 01483 561323. By making a booking, terms and conditions are agreed to, and the pupil will be expected to attend the club.

Arrival and Departure

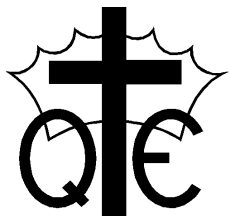
Morning club:

- Parents/Carers are required to bring their child into the hut & sign them in. Entry to the club is via the main gate.
- At the end of the morning session, children will be escorted to the playground at 8.30am by club staff.

After school club:

- Children will make their way directly to the hut to be greeted by a member of staff.
- The club staff will register all contracted children and will liaise with class teachers/school office to determine any reason why a child is not accounted for.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer.
- Parents must inform after school club staff if their child is going to be absent by phoning the school office or emailing wac@queen-eleanors.surrey.sch.uk

Kind regards,
The School Office



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Wrap-Around Care Terms & Conditions

- Bookings must be made using **SCOPAY**
- **An online booking must be completed for each child.**
- Payment is due for all required sessions at the time of booking.
- **Breakfast Club opens at 7.30am 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 after 7.30am.
- **After School Care is provided from 3:15pm – 6:00pm.** Late Collection Fees will be applied to your account after a warning issued and in line with the late collection policy.
- **Parents/carers must sign their child in to Breakfast Club 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 online.
- Bookings must be made by midnight for the following day for After School Club and 48 hours prior to the intended session for Breakfast Club.
- You may change or cancel sessions up to 24 hours prior to your child attending a specific session without incurring a charge. Any change or cancellation after this time will be non-refundable.
- If your child is absent from Breakfast Club through sickness please inform the school office in the usual way, **before 9.00am.**
- If Breakfast Club is unable to open due to adverse weather conditions or circumstances beyond our control, a credit or extra session will be offered.
- **Late Collection:** If your child is not collected by 4:30pm after their activity club, we reserve the right to place your child into the QE Meadows after school care, and you will be charged for a late session at a cost of £12. This will be added to your SCOPAY account.