



Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
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Head of School: Jo Davies
Executive Head Teacher: Louise Johnson



Dear Parents/Carers,

3rd July 2019

CLUB INFORMATION – AUTUMN TERM 2019

In keeping with the last two terms, we will be offering a **'first come first served'** club booking system. This will be managed entirely online – via Parent Pay and for those not yet on the system, we have attached a Parent Pay activation letter which we strongly urge you engage as soon as possible.

Parent Pay (<https://www.parentpay.com/>) is easy to set up and navigate and payments with receipts are instantaneous. This has proved a hassle-free, quick alternative to the previous club booking system. Should you experience any problems with this however, please contact the office for help.

Attached is an autumn term club timetable. Please take careful note of club running dates and times. Not all clubs end at 4.30pm and there are some dates clubs will not run at all. Swimming club is only in the first half term.

The Parent Pay booking will open at 12pm on Monday 8th July 2019. Unfortunately Parent Pay does not have the facility to allow us to release the opening of the clubs remotely after hours. We have therefore chosen lunchtime to allow our parents who work to have an equal chance to book. With the given notice, perhaps you could arrange in advance to set aside a few minutes for this or share the booking with another parent where possible.

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.

In an attempt to minimize paper use, this term you will be asked to consent to your chosen club – along with a contact number and going home arrangements for your child -as an essential step on Parent Pay before you pay for the club. Whilst this will add a little more time to the booking process, it will complete the process in one step.

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

- **Cookery club is available on a half-termly basis. Due to the popularity of the club please only book for one half term session to give all those interested an opportunity to book. If your child has taken part in cookery club in the summer term they will not be able to take part this term.**
- **Swimming club is dependent upon weather and the relevant ph. safety levels of the pool. It can therefore be cancelled at short notice. In autumn it runs in the first half term only.**
- **We ask for an annual contribution to help with the running costs of the swimming pool. This is £20 for one child or £30 per family.**

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 child care arrangements.

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

Kind Regards,

Jo Davies
Head of School