



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



Head of School: Jo Davies
Executive Headteacher: Louise Johnson

3rd July 2019

Before School Club Autumn 2019

Dear Parents/Carers,

We are now taking bookings for the Autumn Term. We require a new booking form for each term, any regular booking does not automatically renew from one term to the next.

As you may be aware, the Before School Club is very popular and we have been reaching full capacity on most days.

We would like to draw your attention to the terms and conditions which are on the reverse of 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 7.45 to 8.35am and costs £3.50 per day. There will be a number of different activities on offer for the children to do before school. These will include a range of board games, reading activities, work challenges, DVDs, etc. The range of activities may change over the course of the term depending on the feedback we get from the children using the club. Please note we do not provide breakfast.

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

Please find attached the next term's timetable for booking purposes. Booking forms will be processed on a 'first come, first served' basis. We will confirm your booking on receipt of a completed registration form, booking form and payment via Parent Pay.

Regards,

Jo Davies
Head of School

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Before School Club Terms & Conditions

- Bookings must be made using the Before School Club (BSC) form available from the school office.
- 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 can be via ParentPay (£10.00 minimum payment), cash or cheque payable to "Queen Eleanor's School".
- **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.
- **Registration forms must be completed for each child.**
- BSC opens at 7.45am and runs to 8.35am school staff are not responsible for any children arriving prior to this time. Children can be dropped off at any time after 7.45am.
- **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 form which is available from the office.
- 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, a booking form 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.

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BEFORE SCHOOL CLUB BOOKING FORM

Child's name		Class	
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Please tick the dates you require on the calendar below.

Monday 2 nd September SUMMER HOLS	Tuesday 3 rd September SUMMER HOLS	Wednesday 4 th September INSET DAY	Thursday 5 th September	Friday 6 th September
Monday 9 th September	Tuesday 10 th September	Wednesday 11 th September	Thursday 12 th September	Friday 13 th September
Monday 16 th September	Tuesday 17 th September	Wednesday 18 th September	Thursday 19 th September	Friday 20 th September
Monday 23 rd September	Tuesday 24 th September	Wednesday 25 th September	Thursday 26 th September	Friday 27 th September
Monday 30 th September	Tuesday 1 st October	Wednesday 2 nd October	Thursday 3 rd October	Friday 4 th October
Monday 7 th October	Tuesday 8 th October	Wednesday 9 th October	Thursday 10 th October	Friday 11 th October
Monday 14 th October	Tuesday 15 th October	Wednesday 16 th October	Thursday 17 th October	Friday 18 th October
Monday 21 st October	Tuesday 22 nd October	Wednesday 23 rd October	Thursday 24 th October	Friday 25 th October INSET DAY
End of 1st Half Autumn Term 2019				
Monday 4 th November	Tuesday 5 th November	Wednesday 6 th November	Thursday 7 th November	Friday 8 th November
Monday 11 th November	Tuesday 12 th November	Wednesday 13 th November	Thursday 14 th November	Friday 15 th November
Monday 18 th November	Tuesday 19 th November	Wednesday 20 th November	Thursday 21 st November	Friday 22 nd November
Monday 25 th November	Tuesday 26 th November	Wednesday 27 th November	Thursday 28 th November	Friday 29 th November
Monday 2 nd December	Tuesday 3 rd December	Wednesday 4 th December	Thursday 5 th December	Friday 6 th December
Monday 9 th December	Tuesday 10 th December	Wednesday 11 th December	Thursday 12 th December	Friday 13 th December
Monday 16 th December	Tuesday 17 th December	Wednesday 18 th December	Thursday 19 th December	Friday 20 th December CHRISTMAS HOLIDAYS
End of Autumn Term 2019				

To book your child a place, please fill out the application form above and return it with your payment and registration form via your child in a sealed envelope. The cost of BSC is £3.50 per day and this is a flat rate. Please mark the envelope with your child's name, class and "BSC". If you have more than one child who wishes to attend, please complete a separate form for each child. You can pay online using ParentPay.

Signed		Date	
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BEFORE SCHOOL CLUB REGISTRATION FORM

Child's name:			
Class:		Date of birth:	

<u>CONTACT DETAILS</u>	
Parents' name:	
Tel.No.:	
Email:	
Parents' name:	
Tel.No.:	
Email:	
Emergency contact:	
Tel.No.:	
Email:	

<u>MEDICAL DETAILS</u>	
Doctor's name:	
Tel.No.:	
Doctor's address:	
Does your child have any medical requirements	
Is your child currently taking any medicines	
If yes, please give details	
Does your child have any allergies?	
If yes, please give details	

Parents' signature		Date:	
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