



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@queeneleanors.goodshepherdtrust.org.uk



Headteacher: Roger Blackburn

2nd March 2018

Before School Club Summer 2018

Dear Parents/Carers,

We are now taking bookings for the Summer Term. We require a new booking form for each term, any regular booking does not automatically renew from one term to the next. If your child applied to take part in a before school activity club (eg Judo, Running, Yoga) you should already have received confirmation that they have a place.

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 £2.50 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.

Regards,

Roger Blackburn
Headteacher

www.queen-eleanors.surrey.sch.uk



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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 £2.50 per day and this is a flat rate. This means if you drop your child at 8.20am you will still pay £2.50.
- **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 16 th April	Tuesday 17 th April	Wednesday 18 th April	Thursday 19 th April	Friday 20 th April
Monday 23 rd April	Tuesday 24 th April	Wednesday 25 th April	Thursday 26 th April	Friday 27 th April
Monday 30 th April	Tuesday 1 st May	Wednesday 2 nd May	Thursday 3 rd May	Friday 4 th May
Monday 7 th May BANK HOLIDAY	Tuesday 8 th May	Wednesday 9 th May	Thursday 10 th May	Friday 11 th May
Monday 14 th May	Tuesday 15 th May	Wednesday 16 th May	Thursday 17 th May	Friday 18 th May
Monday 21 st May	Tuesday 22 nd May	Wednesday 23 rd May	Thursday 24 th May	Friday 25 th May
End of 1st Half Summer Term 2018				
Monday 4 th June	Tuesday 5 th June	Wednesday 6 th June	Thursday 7 th June	Friday 8 th June
Monday 11 th June	Tuesday 12 th June	Wednesday 13 th June	Thursday 14 th June	Friday 15 th June
Monday 18 th June	Tuesday 19 th June	Wednesday 20 th June	Thursday 21 st June	Friday 22 nd June INSET DAY
Friday 25 th June	Tuesday 26 th June	Wednesday 27 th June	Thursday 28 th June	Friday 29 th June
Monday 2 nd July	Tuesday 3 rd July	Wednesday 4 th July	Thursday 5 th July	Friday 6 th July
Monday 9 th July	Tuesday 10 th July	Wednesday 11 th July	Thursday 12 th July	Friday 13 th July
Monday 16 th July	Tuesday 17 th July	Wednesday 18 th July	Thursday 19 th July	Friday 20 th July
End of Summer Term 2018				

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 £2.50 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, alternatively cheques should be made payable to **Queen Eleanor's School**.

Signed		Date	
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www.queen-eleanors.surrey.sch.uk

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 The Education Centre, The Cathedral, Guildford, Surrey GU2 7UP