

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: Mrs Jo Davies

6th October 2020

CLUB INFORMATION – AUTUMN TERM 2020

Dear Parents/Carers,

Due to ongoing COVID restrictions, we have decided to introduce outdoor only clubs for the second half of the autumn term. We are extremely pleased to be able to offer all children the opportunity to attend at least one after school activity, starting after the October half term. For this half term only, all clubs will be free of charge.

Alongside this letter, there is a new Autumn Term club timetable. Clubs will take place from Monday to Thursday only. There will be no activities taking place on a Friday. Finish times will be staggered in line with the current finishing times for each year group.

Our clubs booking system is organised on a '**first come first served**' basis and is done entirely online – via Parent Pay at <https://app.parentpay.com/>. If you do not yet have an activated ParentPay account, please contact the school office who can help set this up for you.

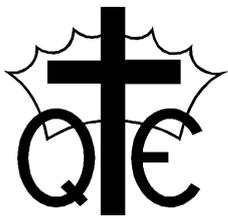
As our club capacity and selection on offer is greatly reduced due to the current COVID situation, we ask that you consider others and therefore only book one club per child.

The Parent Pay booking will open at **12pm on Monday 12th October 2020**. Unfortunately, Parent Pay does not have the facility to let us open the booking system remotely after hours, so we have chosen lunchtime to allow our parents who work to have an equal chance to book.

When you log into your ParentPay account, relevant clubs will be shown under active payment items. You will need to add the items to your basket although there will be no charge at checkout.

We have the following advice for 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.



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Once the maximum number of places for the club are booked, that club will no longer be available to select.

As part of the booking process, consent to your chosen club is required. Please ensure we have your contact number and clear instructions completed with your child's going home arrangements:

- Who will be collecting them after the club or
- Whether they attend the After School Care provision or
- If they are allowed to walk home alone.

Your consent will complete the booking process for you.

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 consider before booking that as all clubs will be held outdoors, club organisers reserve the right to cancel 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 these clubs as part of your childcare arrangements.

Kind Regards,

Mrs Jo Davies
Head Teacher