

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](mailto:office@queen-eleanors.surrey.sch.uk)  
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: Jo Davies

15<sup>th</sup> March 2021

### **CLUB INFORMATION – SUMMER TERM 2021**

Dear Parents/Carers,

Attached is the summer term club timetable. For the duration of this school year, we will continue to offer outdoor clubs only, with the hope of returning to a full timetable in September.

#### **\*\*IMPORTANT – PLEASE NOTE THE FOLLOWING:**

1. With the exception of swimming, all clubs begin **W/C 26<sup>TH</sup> April** and NOT the week immediately after Easter holidays.
2. **Swimming Club** will not start until the pool and weather are in suitable condition. Parents will be notified of this date as soon as this is the case but it will not be before the May bank holiday (3<sup>rd</sup> May).
3. **Morning running clubs** will be run on a half-termly basis. Year 3 and Year 4 the first half term moving to Year 5 and Year 6 in the second half term.

Club bookings will once again take place entirely on **ParentPay**, on a first come, first served basis.

#### **How and when can I book?**

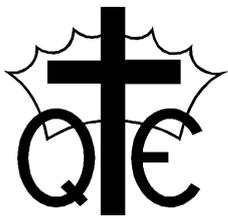
- Bookings for summer clubs will open on **ParentPay on Monday 22<sup>nd</sup> March at 7pm.**
- Login to ParentPay to begin your booking. Each child will have allocated club payment items, relevant to their year group.
- In order to secure your child's place in any club, both the payment (for charged clubs) and consent must be completed at the time of booking. Both consent and payment occur in the same booking process.
- If you are booking for more than one club, we suggest you do so as separate transactions, as adding items in the basket before checking out does not hold your place.

#### **How will I know if my booking is successful?**

- Your ParentPay receipt is your booking confirmation. The school will not send further confirmation.

#### **Why won't ParentPay allow me to complete my booking?**

- Once the maximum number of places for the club has been reached, you will not be able to enrol your child for the club.
- If you are unsuccessful, you may contact the office to be added to a waiting list.



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### **How do I add my child to a club waiting list?**

- Please e-mail the school office: [office@queen-eleanors.surrey.sch.uk](mailto:office@queen-eleanors.surrey.sch.uk) , including your child's name, surname, class and requested club.
- The office will send an automated response acknowledging receipt of your e-mail. This is confirmation that your child has been added to the waiting list.
- The school office will notify you as soon as possible if and when a place becomes available.

**Unfortunately, unless we can fill the place with a child off the waiting list, we are unable to offer any refunds should your child decide not to attend a club once you have booked and confirmed your place, therefore please ensure you read the timetable and club details carefully.**

**Note that club start and finish times are in line with the staggered school day start and finish times. 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.**

### **Swimming Club: Important information to consider before booking**

We are very lucky at Queen Eleanor's to have our own swimming pool for lessons and extracurricular activities. So that we are able to continue to offer swimming, we request a voluntary single payment of £20 per child to cover associated maintenance and running costs.

Swimming club will only take place if the chemical balance is safe, the weather is suitable, and the air temperature is 15 degrees or above. Swimming club could be cancelled at short notice if these conditions do not meet the required standards, and you will be notified via email. Based on this, please ensure you have other suitable childcare arrangements in place should the need arise.

### **Lunchtime Clubs**

To ensure that each year group is offered the same amount of clubs, we will also be holding 4 half-hour lunchtime clubs per week. These will be free of charge and are not included in the club timetable as these will be organised in school time and left to the children to decide whether or not to take part. They do not require advance booking by parents, and children will sign up in class.

Kind Regards,

The School Office