

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



Head of School: Jo Davies  
Executive Head Teacher: Louise Johnson

18<sup>th</sup> November 2019

### **Before School Club Spring 2020**

Dear Parents/Carers,

We are now taking bookings for the Spring 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.

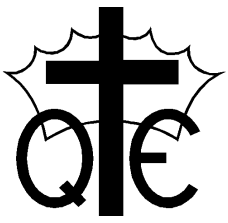
Before School Club is only available to children currently at QE.

**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

[www.queen-eleanors.surrey.sch.uk](http://www.queen-eleanors.surrey.sch.uk)



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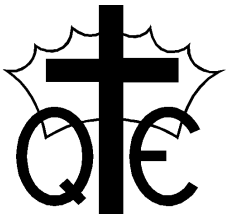


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### **Before School Club Terms & Conditions**

- 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 should be made via ParentPay.
- **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**

<b>Child's name</b>		<b>Class</b>	
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Please tick the dates you require on the calendar below.

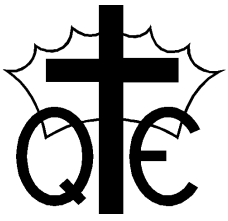
Monday 6 <sup>th</sup> January	Tuesday 7 <sup>th</sup> January	Wednesday 8 <sup>th</sup> January	Thursday 9 <sup>th</sup> January	Friday 10 <sup>th</sup> January
Monday 13 <sup>th</sup> January	Tuesday 14 <sup>th</sup> January	Wednesday 15 <sup>th</sup> January	Thursday 16 <sup>th</sup> January	Friday 17 <sup>th</sup> January
Monday 20 <sup>th</sup> January	Tuesday 21 <sup>st</sup> January	Wednesday 22 <sup>nd</sup> January	Thursday 23 <sup>rd</sup> January	Friday 24 <sup>th</sup> January
Monday 27 <sup>th</sup> January	Tuesday 28 <sup>th</sup> January	Wednesday 29 <sup>th</sup> January	Thursday 30 <sup>th</sup> January	Friday 31 <sup>st</sup> January
Monday 3 <sup>rd</sup> February	Tuesday 4 <sup>th</sup> February	Wednesday 5 <sup>th</sup> February	Thursday 6 <sup>th</sup> February	Friday 7 <sup>th</sup> February
Monday 10 <sup>th</sup> February	Tuesday 11 <sup>th</sup> February	Wednesday 12 <sup>th</sup> February	Thursday 13 <sup>th</sup> February	Friday 14 <sup>th</sup> February
<b>End of 1st Half Spring Term 2020</b>				
Monday 24 <sup>th</sup> February	Tuesday 25 <sup>th</sup> February	Wednesday 26 <sup>th</sup> February	Thursday 27 <sup>th</sup> February	Friday 28 <sup>th</sup> February
Monday 2 <sup>nd</sup> March	Tuesday 3 <sup>rd</sup> March	Wednesday 4 <sup>th</sup> March	Thursday 5 <sup>th</sup> March	Friday 6 <sup>th</sup> March
Monday 9 <sup>th</sup> March	Tuesday 10 <sup>th</sup> March	Wednesday 11 <sup>th</sup> March	Thursday 12 <sup>th</sup> March	Friday 13 <sup>th</sup> March
Monday 16 <sup>th</sup> March	Tuesday 17 <sup>th</sup> March	Wednesday 18 <sup>th</sup> March	Thursday 19 <sup>th</sup> March	Friday 20 <sup>th</sup> March
Monday 23 <sup>rd</sup> March	Tuesday 24 <sup>th</sup> March	Wednesday 25 <sup>th</sup> March	Thursday 26 <sup>th</sup> March	Friday 27 <sup>th</sup> March
Monday 30 <sup>th</sup> March	Tuesday 31 <sup>st</sup> March	Wednesday 1 <sup>st</sup> April	Thursday 2 <sup>nd</sup> April	Friday 3 <sup>rd</sup> April
<b>End of Spring Term 2020</b>				

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.

<b>Signed</b>		<b>Date</b>	
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[www.queen-eleanors.surrey.sch.uk](http://www.queen-eleanors.surrey.sch.uk)

\*a charity exempt from registration and a company limited by guarantee no. [8366199](http://www.queen-eleanors.surrey.sch.uk)  
 The Education Centre, The Cathedral, Guildford, Surrey GU2 7UP



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## **BEFORE SCHOOL CLUB REGISTRATION FORM**

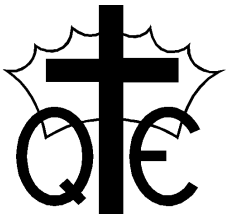
Child's name:			
Class:		Date of birth:	

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

<b><u>MEDICAL DETAILS</u></b>	
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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## Authorisation for Pupil Self -Registration

### Years 5&6 only

### Before School Club Spring 2020

I hereby give my authorisation for my child to make their own way to Before School Club and sign in themselves for each session during the year.

I will ensure that my child will not arrive at School before 7.45am, and I take full responsibility for them up until the time my child arrives and signs in at the Before School Club, at 7.45am or any time thereafter.

I will notify the School by phone on the previous day if my child will not attend Before School Club. I understand that the Before School Club staff will not check on the whereabouts of my child if they do not sign into the club.

Child's name		Class	
Parent/Carer name			
Signed			
Date			

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