



18th September 2020

Dear Parent / Carer

After School Club & Breakfast Club - changes to booking procedures

We are pleased to be able to offer breakfast club and after school clubs again this year, both of which will be held in the Art block.

Due to the current situation surrounding Covid-19 and in order to adhere to government guidelines on the running of breakfast and after school clubs, it is necessary to change the way we manage these 2 clubs.

The cost of Breakfast Club is £2.50 per session 8.00 -8.45 and After School Club is £5.00 from 3.15 – 4.30 and £10 from 3.15- 5.30. Childcare vouchers can be accepted for After School Club, please contact the office if you wish to use vouchers.

Numbers are now limited to be able to follow the guidelines and therefore **pre-booking and pre-payment** is required. Please follow the process below which will start from **Monday 21st September**:

- You must email the office (admin@battleprimary.co.uk) to book your child's place by 10.00 am the day before you require a place for either Breakfast Club or After School Club. You can book several days/ weeks at a time. Please do not telephone the office.
- You must pay for the session/s required by 10.00 am the day before the session is needed via Parentpay.
- Once payment and your email have been received – you will receive an email confirmation by 4.00 pm from the office that your place has been booked
- **NO** bookings will be taken after 10.00 am unless in exceptional circumstances and if numbers allow
- Please do not turn up to breakfast club or leave your child in after school club without an email confirmation of your place
- Bookings will be taken on a first come, first serve basis

A deposit is also now required if you wish to use After School Club. The deposit can be paid on Parentpay as a separate item to the normal ASC payment item and must be paid by 30th September to continue with bookings from 1st October.

The deposit required is as follows:

£50 for one child

£25 for second child

£70 for 3 or more children



We thank you for your cooperation to the changes in managing these clubs.

Yours sincerely

Mr Butler-Broad

Headteacher