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Dear Parent/Carer,

A high majority of the families who use our Breakfast Club (BC) and After School Club (ASC) keep their accounts in credit and book in advance, so we thank you for supporting our clubs with this.

Due to the increase in numbers of children who are attending our BC and/or ASC without our prior knowledge (due to sessions not being booked in advance, or children being taken to ASC because of non-collection from school at 3.45pm, or by 4.35pm for extra-curricular clubs), we have reviewed our procedures and are writing to inform you of our new pricing structure, which will take affect from Monday 3 February 2020.

### **Why the price changes?**

Unfortunately, when we have children attending BC and/or ASC unexpectedly due to either the session not being pre-booked or not being collected from school at 3.45pm or by 4.35pm for extra-curricular clubs (and without prior notification from a parent/carers), this has a major impact for many reasons:

1. When you pre-book a session for BC and ASC, the charge covers wages for our Club leaders, refreshments for the children, equipment for activities etc and administration. We may be up to maximum capacity for BC or ASC. Therefore due to statutory regulations we may need additional staff and resources to maintain staff to pupil ratios.
2. At the end of the day, office staff and teaching staff have to spend time away from their end of day tasks (often leading to leaving late) trying to contact parents to see why their children have not been collected and/or have arrived at ASC.
3. Children often worry why there is confusion over their attendance and/or where their parents/carers are.

Also, when we have children not being collected on time at the end of our ASC sessions, our Club leaders then have to stay late and take steps to contact parents, also resulting in them leaving work late.

We will therefore now record on our register where each of the following applies and charge accordingly on your SCOPAY account:

- A - Pre-booked (BC/ASC)
- B - Not booked (parent/carers tells their child to attend, but is unexpected by staff – BC/ASC)

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- N - Attending due to non-collection from school by 3.45pm, or by 4.35pm for extra-curricular clubs (ASC)
- L - Late collection from ASC (up to 15 minutes late - as per our terms and conditions)
- U - Late collection from ASC (in excess of 15 minutes late – as per our terms and conditions)

**What are the price changes?**

	<b>BC Old Price</b>	<b>BC New Price</b>	<b>ASC Old Price</b>	<b>ASC New Price</b>
A - Pre booked session	£3	<b>£3</b>	£7	<b>£7</b>
B - Not pre-booked session*	£3	<b>£5</b>	£7	<b>£10</b>
N - Attending ASC due to non-collection from school (by 3.45pm or by 4.35pm for extra-curricular clubs)	----	----	£7	<b>£10</b>
L - Late collection from ASC (5.45pm – 6pm)	----	----	+£5	<b>+£5</b>
U - Late collection from ASC (6pm onwards)	----	----	+£15	<b>+£15</b>

\* BC - the school are not aware that your child is attending that day. ASC - the school are not informed by 2pm the same day that your child needs to attend.

**Please note, if you do not contact the school prior to the start of BC or ASC and leave your child to attend unexpectedly regardless if there is credit on your account, our school's safeguarding lead will be informed in line with our procedures.**

To avoid any increased charge being placed on your account, can we please remind all club users that credit needs to be applied **before** booking your session, and all sessions need to be booked in advance via [www.scopay.com](http://www.scopay.com). Of course if you have an after school emergency situation for that day, you can call the office on 0117 9030347 who will be able to notify the club leaders of your child's attendance and book your session for you if we have capacity and if your account is in credit. **As stated above, there will be a higher charge if you notify us after 2pm that day.**

Continued non-booking could lead to your child being removed from our BC and/or ASC registers permanently.

We would once again like to thank the majority of our parents and carers who follow our booking procedure and should you have any queries regarding our BC and/or ASC services, please do not hesitate to contact us.

Kind regards,



Rebecca Curtis  
Principal