

17<sup>th</sup> July 2019

**RE: BCPS & WCPS Breakfast & After School Club - Autumn Term 2019**

Dear Parent,

I am writing to outline the arrangements for Breakfast and After School Club from September. I would like to continue to offer both the before and after school childcare from September. We are establishing a new service for Westclyst. However, I need sufficient commitment, upfront to the service in order to continue to offer the clubs from September. We have published the Breakfast and After School Clubs on WisePay up until the October 2019 half term. Please could you now book and pay for the sessions you will require for the first half of the autumn term. There is a separate booking system for each school.

Breakfast Club runs from 7.30am every morning and is charged at £4.00 per day. You need to book and pay for each breakfast club session, in advance, via your child's WisePay account.

The After School Club runs from 3.30pm to 6.00pm every day and is charged as follows:

3.30 – 4.30pm	£4.50
4.30 – 5.00pm	£2.50
5.00 – 6.00pm	£4.50

These prices are being kept the same as this year's prices.

The 5.00pm until 6.00pm slot allows you to book your child into the paid After School Club after the after school activities finish, which run Tuesday – Thursday for most of the term. When you book and pay for the After School Club on Wisepay you need to select, for each day, the sessions you require.

In the new term when the extra curricular activities are started, if you subsequently book your child into one of these for the term, we will refund any After School Club bookings you have made, providing you give a minimum of seven days' notice.

You are able to tick a box on Wisepay to say that you wish to pay by childcare vouchers. Please note that you are responsible for keeping a record of the sessions you've booked and managing your voucher payments against these. If you wish to check the bookings you've made you can do this by selecting 'My Wise Account', then 'Payments, Balances and Messages' and then 'Your Bookings' in your child's Wisepay account.

If you book and pay for a slot, and subsequently aren't able to collect your child until later, we will charge you for the next time slot plus a £1 administration fee.

If you are a new user of the Breakfast and Afterschool Club service please can you read the attached policy and complete an application form. You will also need to provide photos of designated people who will drop off and collect your child from the clubs. Please email your photos to

[admin@tcat.education](mailto:admin@tcat.education) We will provide you with two cards that will allow you through the locked doors and gates to drop off and collect your child.

**Cancellations:** You need to give seven days' notice of a cancellation of any booking should you wish to receive a refund. We need to organise the staffing at least a week in advance and late cancellations will not be refunded.

Yours sincerely,



**Jonathan Bishop**  
**Executive Headteacher**