

# Club Booking information

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## 2 How to book your child into Enrichment and KidsMix Clubs

All bookings for clubs need to be made using Scopay, either using the free Scopay app or using a web browser. Please contact the office for “How to” guides and if you have not received an online access code to enable you to register with Scopay.

## 3 On the Day Bookings

Bookings for Before School Club can be made on Scopay *up until 7.30 am on the morning of the club*. If you need to make a booking after this time please email the office ([info@valleyend.surrey.sch.uk](mailto:info@valleyend.surrey.sch.uk)) and copy KidsMix ([kidsmix@valleyend.surrey.sch.uk](mailto:kidsmix@valleyend.surrey.sch.uk)) and an “on the day” session will be applied to your account by the office and we will know to expect your child for the session.

Bookings for After School Club (including Bolt on) can be made on Scopay *up until 2.30pm on the afternoon of the club*. Bookings after this time will incur an additional fee. Please contact the office if you wish to book late.

## 4 ChildCare Vouchers

We are registered with a number of childcare voucher providers. If you wish to use this as a payment method then please email [info@valleyend.surrey.sch.uk](mailto:info@valleyend.surrey.sch.uk) with the Subject: ChildCare Vouchers. Please include your own name and your child’s name so that we can set you up on Scopay and the voucher provider you will be using.

Practically this means that you will be able to book sessions without needing to add funds to your Scopay account first. Once bookings have been made we ask that you immediately make payment to the school from your voucher provider. Once we have received funds from the Government we will allocate this against your account. The school reserves the right to revert any account to a prepayment basis if debts have built up during a term and aren’t being settled through the scheme.

## 5 Cancellation policy

We recognise that parents need to be flexible and therefore cancellations can be made whilst booking remain open on Scopay (see section 3). Cancellations after this time are non refundable.

## 6 Discounts

### 6.1 After School Whole Term Discount

- A reduced session rate is available if you book everyday for a whole term in advance.
- Please contact the School Business Manager if you would like to book this.
- On booking there will be an initial deposit due of 50%. The remaining balance will be due by half term.
- If you want to book your child into Enrichment clubs and for them to then attend bolt-on KidsMix clubs and full sessions on all other days then the amount of the second instalment

will be adjusted accordingly. You must book and pay for the enrichment club first when they open.

## 7 Enrichment Clubs Booking

- Enrichment club bookings are for the whole/half term, as indicated when the bookings open. For each club there is a single session to book during the first week that the club will run and this booking covers the whole term.
- We suggest that Enrichment clubs are booked first and then KidsMix bolt-on can be added if longer childcare hours are required.
- Enrichment clubs will not run in the first or last week of term or on inset days. Prices for the clubs are reflective of this and any other inset/bank holiday closures.

## 8 Confirmation of Bookings

Whilst Scopay doesn't have the functionality to send email confirmation on booking, you can view all of your bookings in the calendar within Scopay.

## 9 Late Collection

We understand that parents may collect due to unforeseen circumstances such as traffic conditions. If you think you will be late in collecting your child then please email [kidsmix@valleyend.surrey.sch.uk](mailto:kidsmix@valleyend.surrey.sch.uk) as soon as you can, so that we can plan accordingly. Should you think that you may not be able to collect your child within 15 minutes of the collection time please endeavour to find an alternative person to collect.

If you need to talk to the club leader about your child, please arrive at least 10 minutes before the end of the club so there is enough time to do this. All parents should arrive at school at least 5 minutes before the end of club to allow enough time to collect your child's belongings.

Where a child is consistently collected late, we reserve the right to charge an additional fee for at a rate of £5.00 per child for every period of 15 minutes or part 15 minutes thereafter the appointed collection time. Consistently late collection will be discussed with parents before the need for additional fees arise.

## 10 Schedule of Charges

	Timings	Price
<b>Breakfast Club</b>	7.50am – 8.30 am	£5
<b>Enrichment Club</b>	3pm – 4.10pm Booked as a half/whole term block	£5.50*
<b>Kids Mix Full Session</b>	3pm – 5.45pm (Mon – Thurs) 3pm – 5.30pm (Friday)	£15 £14
<b>Kids Mix 'Bolt On'</b>	4.10pm – 5.45pm	£10
<b>Kids Mix (Full Term Every Day) <i>Booked in advance</i></b>	3pm – 5.45pm (Mon – Thurs) 3pm – 5.30pm (Friday)	£14