



The Grove Primary School

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Headteacher Miss Ellie Shaw

Deputy Head Miss Hannah Owen

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Dear Parent/Carer

The Orchard After School Club Booking Arrangements

Should you need to use The Orchard, our before and after school club for your child, then you will need to register with our booking system 'Childcare Online Booking' (COB). It is very easy-to-use and offers you the flexibility to make online bookings whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure and use the highest level of card security and that funds will reach the school safely.

Getting started

Visit <https://the-grove-primary-school.childcare-online-booking.co.uk> to register your child/children.

This is a very simple process which you will only need to do once, however if any of your child's details change in the future please update the information as and when. You will only need one account per family, not per child.

Please do this as soon as you can in readiness for you to make bookings from September.

How to book a place at The Orchard

- Log into your account using the above website address. Book and pay for the sessions you require.
- At the start of each half term the booking system will open for regular users to book for the following half term, after two weeks the system will be open to all other parents wishing to make a booking.
- As is current practice, there will be limited pupil spaces at each session in line with statutory guidelines, ensuring appropriate staff numbers and a safe environment for the children.
- Children cannot be dropped off for Breakfast Club unless a booking has been made.
- A 'parent walk-through' demonstration of the registration and booking process is available for you to watch on line at <https://www.childcare-online-booking.co.uk/>

Charges

The session fees are as follows:

Breakfast Club	£2.50
After school 3.15 – 5.00pm	£6.00
After school 3.15 – 6.00pm	£8.00

There will be an **additional £2 charge per child for any session not booked in advance** via the Childcare Online Booking System.

The last collection time is 18:00. There will be a charge of £3.00 for each 5 minutes a child is not collected after this time to contribute to the overtime costs for staff.

Booking and Cancellation Cut Off Time

	Booking cut-off time	Cancellation cut-off time
Breakfast Club	Midnight the <u>day before</u> the session is needed	19:00 the <u>day before</u> the booked session
After school club	12:00 noon <u>on the day</u> the session is needed	19:00 the <u>day before</u> the booked session

Any cancellations made after 19:00 the day before will be charged in full for the session booked.

Child Care Vouchers

Parents/carers who wish to use childcare vouchers can choose this method of payment when booking.

If you have any questions regarding the Childcare Online Booking system, please contact the school office.

Yours sincerely,

Michelle Taylor

Finance Manager