



The Grove Primary School

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Headteacher: Mrs Elspeth Rowe

Deputy Headteacher: Mrs Kathryn Hardy

29 April 2025

Dear Parent/Carer

Breakfast Club and The Orchard After School Club Booking Arrangements

Should you need to use The Orchard, then you can book sessions via Arbor.

Getting started

How to book a place at The Orchard

- Log into your Arbor. Go into the 'clubs' area and book and pay for the sessions you require.
- 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.

Charges

From 1st May 2024, the session fees are as follows:

Breakfast Club	£4
After school 3.15 – 5.00pm	£10.00
After school 3.15 – 6.00pm	£12.00

There will be an **additional £2 charge per child for any session not booked in advance** via Arbor.

The last collection time is 18:00. There will be a charge of £5.00 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
The Orchard 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.

All sessions must be booked via Arbor. If you wish to cancel a session, you must contact the school office by phone or email **BEFORE** the cancellation cut-off time.

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 Breakfast Club or The Orchard, please contact the school office.

Yours sincerely,

Clare Cordell
Finance Officer