



Headteacher: Mr. S. Pearson



Artsmark
Silver Award
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Council England



Dear Parents/Carers,

Friday 26th May 2023

Year 3-6 Holiday Club

We are pleased to inform you that we plan to run a holiday club again this year for the first week of the summer holidays.

If you would like your child to attend, then please return the slip overleaf by **Friday 30th June 2023**. It is important that we have time to organise staffing ratios and resources etc. and make a decision as to whether the club is viable.

Holiday Club – Monday 24th July to Friday 28th July

Option 1 – 8.00am – 4.00pm £20

Option 2 – 9.00am – 3.00pm £16

Activities: Children will have a variety of activities to participate in, including outside games, computer time, cooking, football, rounders, tennis, basketball, a quiz, x-box games, play on bikes and scooters and much more! We know the children like the water fun activities too!

I want my child to attend, what do I need to do?

1. Complete the slip and return it to us, no later than **Friday 30th June 2023**. **Please do not return your slip until sessions have been booked and paid for.** To book and pay for your sessions:-
 - a) Log into your Scopay account. Holiday Club will appear as an option
 - b) Click Blue Make Payment Button (you will need to decide how many sessions you are paying for) and put the total amount in the Top Up Amount Box and click Add to Basket Button
 - c) Click on Basket and checkout to make payment. Click Process Payment and you will then be given an option to Return to Scopay
 - d) Once you have credited your account, select Holiday Club, Select Order Sessions. Scroll to date of club, click dates required and add either Option 1 or Option 2 (to total amount you have paid), click OK
 - e) Your sessions will be added
2. If you wish to make payment by childcare vouchers. If you already pay for Earlybirds by vouchers, we will assume you want to use vouchers and we will set your account to accept vouchers. If you do not currently use vouchers, you need to contact us at school to ask to be set up for voucher payments:-
 - a) Log into your Scopay account. Holiday Club will appear as an option
 - b) select Holiday Club, Select Order Sessions. Scroll to date of club, click dates required and add either Option 1 or Option 2 (to total amount you wish to pay by voucher), click OK
 - c) Activate your voucher payment for the number of sessions booked **at the same time as booking the sessions**. Please ensure your provider quotes 'holiday club' on their remittance advice.
 - d) **Sessions not paid for by Friday 30th June 2023 will be cancelled on our system.**

We will not refund any sessions booked, so please make sure you only book what you definitely need/want.

Yours sincerely,

Mr. S Pearson
Headteacher

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Respect ■ Honesty ■ Kindness ■ Generosity ■ Perseverance ■ Politeness ■ Conscientiousness



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Year 3-6 Holiday Club 2023

Child's name: _____

Class: _____

Contact name: _____

Contact number: _____

Email address: _____

Any allergies or medical information that we need to know:

Payment has been made: online / childcare vouchers (circle as appropriate)

Please ✓ which days option you wish to book for your child.

	Monday 24 th July	Tuesday 25 th July	Wednesday 26 th July	Thursday 27 th July	Friday 28 th July
Option 1 – 8.00am – 4.00pm (£20)					
Option 2 – 9.00am – 3.00pm (£16)					