



BREAKFAST CLUB AND AFTERSCHOOL CLUB BOOKINGS

Dear Parents,

We introduced a booking system for Afterschool club and Breakfast clubs in September 2021 at the start of the Autumn Term. There were many teething problems with the system at the start, but these should now have been resolved and the pre-booking system is now working properly.

During last term, on many occasions, children arrived for breakfast club and stayed to afterschool club when they had not been booked in which presented us with many issues. We need to know in advance that children are arriving at school early and staying afterschool hours to ensure we have enough staff on duty to care for them, the planned activities are appropriate and that safeguarding requirements are met if a child is not collected from school on time.

Please can you ensure that your children are pre-booked into our extended hours clubs using Eduspot. A guide is attached to help you (please ignore the dinner bookings). Bookings should be made by Sunday evening for the week ahead, so that we can print the weekly register on Monday morning. Should you need to make a last-minute change or booking, then please ring the school and let us know giving us as much warning as possible.

To Pre-book Breakfast or Afterschool club

1. Download the Eduspot App
2. Open the menu side bar in the top left and select clubs.
3. Clubs available to book will appear under your child's name and be listed in date order. They appear on a week by week basis.
4. Use the down arrow to expand the selected weeks box.
5. Select the relevant option for each day and a total will be generated in the bottom left.
6. When you are ready select the green plus icon and add the booking to your basket if you want to pay now. Alternatively select the green "**reserve**" button and this will add the booking to your basket at zero cost so you can pay later or by vouchers directly to the school.
7. You then need to **CHECK OUT** so that your bookings are transferred to the school system.
8. Once you have everything you wish to book, select the value on the top right of the page, you will be sent to the basket page (you can see a breakdown of your bookings in by using the drop down arrow). If you have used the "**RESERVE**" button you will see that the total to pay is zero. Select the Green 'Pay' button, then 'Pay Now' to conclude the booking.

If you are struggling to book, please ring and we will talk you through it or book for you, But this must be at least 24 hours before the booking is needed. Any emergency/on the day childcare needs, please contact the school as soon as you can.

Kind regards,

Mrs Clough