

Keresforth Primary School  
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Date: 6<sup>th</sup> March 2019

## **IMPORTANT INFORMATION**

### **Booking System for Breakfast Club and After School Club**

With effect from 1<sup>st</sup> April, attendance at Breakfast Club and After School club **MUST** be booked online. There will no longer be the facility just to turn up on a morning for Breakfast Club.

The new system will appear in the School Gateway on 18<sup>th</sup> March to enable you to book and reserve places from 1<sup>st</sup> April to 24<sup>th</sup> May. Places are limited to 24 children per session due to staffing numbers. Further dates will be released at the end of each half term.

Your existing balance will be on the system when you log in (remember this balance will reduce with any sessions taken during weeks commencing 18<sup>th</sup> and 21<sup>st</sup> March). Sessions have to be paid for at the time of booking otherwise it will not let you reserve a place. The system works the same as the Dinner Money payment system so if you wish to you can keep a credit balance which will sit on the system until you need to use it. Parents who use Childcare Vouchers will see their balance increase as and when payment is received.

There will be a cut off for bookings; for Breakfast Club this will be 2 nights before the day required and for After School Club it will be 1 night, this is so that registers can be printed off and ready for each session.

There will be no facility to cancel when you have booked so please ensure you only book sessions you require as there will still be a charge if you do not give 48 hours' notice by email to [j.dodson@keresforthprimary.org.uk](mailto:j.dodson@keresforthprimary.org.uk)

Within the app there is a help section in the right hand corner that shows videos and tutorials if you need it. Should you have any questions please do not hesitate to contact me.

Regards  
Mrs J Dodson  
School Business Manager