



Newton Tony Primary School CE VC  
Newton Tony  
Wiltshire  
SP4 0HF

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4<sup>th</sup> July 2023

## Breakfast Club and After School Club Bookings

Dear Parents/Carers

From September 2023, we will be changing the way in which the Breakfast Club and After School Club bookings are made. The School Money/Teachers2Parents app and website are able to support parents making bookings themselves in advance. Bookings will be able to be made in advance on a half termly basis, with each week being closed for bookings at 9:00am on the Friday before the following week. This is to allow our school to order the correct quantities of food for the week ahead to prevent food wastage.

There will be have a maximum of 40 spaces to be booked each day for both Breakfast Club and After School Club due to staff ratios.

The clubs that you need to book for the first half term (4<sup>th</sup> September – 19<sup>th</sup> October) will be available to be reserved from the 20<sup>th</sup> July 2023. A text message and email will be sent to all parents to advise that the booking system is open.

If you need to cancel a booking, you will be able to cancel this free of charge, if it is before 9:00 on the Friday before. If it is after the Friday before, you will still be liable to pay the charge for the club. Please note that we will be unable to add on any additional sessions once the booking system for the following week has been closed unless there are exceptional circumstances ie. Family medical emergency.

Please see the booking instructions below to aid you in this new process.

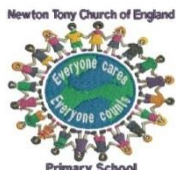
Kind regards

*S Priestley*

Miss S Priestley  
Head Teacher

'Love One Another As I Have Loved You' (John 15:12)





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### Instructions for club bookings using the Teachers2Parents app/School Money website:

1. Click on "Clubs"
2. Select the club and week you would like to book.
3. Drop down to view the days in the week.
4. Make your selection of sessions. Please note that session 1 runs from 15:00 – 16:25, session 2 runs from 15:00 – 17:30 and session 3 is a discounted rate for siblings when booking session 2. If you book for session 1 and then collect your child after 16:25, the charge will be amended by the school office after the club has taken place.
5. Once you have made your selection of sessions, click on "Reserve".
6. Click on the basket icon (top right hand corner).
7. The balance will display £0.00. Click on "Pay".
8. Once the "Payment successful" page is shown, this means that your sessions have been booked.
9. To cancel any sessions, you can follow steps 1 – 8 to remove sessions.

Bookings will be closed at 9:00am every Friday for the week ahead. Once the bookings are closed. You will not be able to view the bookings for the week ahead therefore, it is suggested that you make a note of the sessions you have booked.

