EXPLORE LEARN ACHIEVE

Allsorts out of school club provides high quality childcare for families of William Cobbett Primary School. Our aim is to create a welcoming, friendly social setting where children feel safe and valued and enjoy their time at the club.

Breakfast Club

Our Breakfast Club opens at 7.45am. Breakfast is included in the price and children can choose from a range of healthy cereals, wholemeal toast and fruit. We can accommodate 30 pupils Year R to Year 3 and 30 pupils Year 4 to Year 6 at Breakfast Club and sessions must be booked in advance. The cost of a Breakfast Club session is £6.50 and booked sessions must be paid for in advance using our online SCOpay system.

After School Club

Children are picked up from the Infant and Junior sites and escorted to the Club. Children can also be collected from after school clubs. Children are offered a healthy snack on arrival before settling down to a range of play-based activities. We can accommodate up to 40 pupils Year R to Year 3 and 40 pupils Year 4 to Year 6 after school and sessions must be booked in advance. The cost of an after-school session is £9.00 for a half session until 4.30pm or £12.00 for a full session until 5.45pm. Booked sessions must be paid for in advance using our online SCOpay system.

How to apply for a place

To apply for a place at the Club, please return the Booking-in Form to allsortsadmin@william-cobbett.surrey.sch.uk. We will then process your request. Should a session be full, your child will be added to the waiting list and a place offered when a space becomes available. Any booking forms that we receive **do not** guarantee you a space at the Club.

All applications will be held by us until our available spaces are confirmed.

Applications for children new to the school are only accepted once a child has been formally offered a place at the School from the Surrey Admissions team. Places are offered on a first come first served basis and priority is automatically given to siblings of pupils currently using Allsorts and children of staff employed by William Cobbett Primary School. We require a regular attendance pattern. For example, you may wish your children to attend on Tuesday, Thursday and Friday. Once this attendance pattern has been agreed, the charge will automatically be placed against these days whether your child attends or not. We cannot accept bookings for alternate week patterns. Should you no longer need your child's place at Allsorts, we require **4 weeks (term time) written**

notice to be sent to the Administrator at email: allsortsadmin@william-cobbett.surrey.sch.uk.

Payment

For new starters, once a child is registered and sessions have been confirmed, we will require two months payment in advance for your child to start their booked-in sessions. This overpayment will cover their July sessions or their final month at the Club. This means your account stays one month in credit. All future payments must be made monthly via the SCOpay system (www.scopay.com/william-cobbett). All balances must be paid in full for your child to attend their booked in sessions. If payment is not received, you will be contacted by the Allsorts administrator to settle the debt. If the amount owing to the Club is still not cleared by the end of each term, then future bookings will be cancelled, and sessions offered to families on our waiting list. ***Please note that all booked sessions will be charged even if a child is ill, attending a school run club, is away on a school visit or attending a PTA event.***

Parents must notify Allsorts in advance if a child is not going to attend the Club for a booked session. It is very worrying if we are expecting a child and they do not turn up. Messages may be left on the Club answerphone or at either Reception Office for the School.

Useful Numbers:

The Ark - Landline: 01252 710998, Mobile: 07765 735 040

The Lodge – Landline: 01252 334370, Mobile: 07709 788 986

Allsorts Administrator – allsortsadmin@william-cobbett.surrey.sch.uk

William Cobbett Primary School – Landline: 01252 312772

TERMS AND CONDITIONS

1. A child is registered for sessions once the booking form has been returned, a place for your child has been formally confirmed and payment has been received in full.
2. Payment for Allsorts **must** be made in advance for your child/children to attend their booked sessions. Failure to do this may result in your chid/children being unable to attend their sessions.
3. Parents must identify themselves to the play workers on the first day of attendance of their child/children. Should arrangements be made at any time for an adult other than a parent to collect a child, a play worker must be informed in advance and, where possible, be introduced to the nominated adult.
4. Parents must notify a play worker in advance if a child is not going to attend the Club for a booked session. Messages may be left on the Club answerphone and at either school office. **(All booked sessions will be charged.)**
5. Children attending after-school clubs and activities will either be collected by a play worker at the end of the club and escorted to Allsorts **(please let us know beforehand if you child will be attending any clubs)**, or taken by the external club provider to Allsorts.
6. All children must be collected from the Club by 5.45pm. Should a child not be collected by this time, an extra charge will be made of £5 per child for each quarter of an hour.
7. We require **4 weeks (term time) notice in writing** when cancelling booked sessions. Please email allsortsadmin@willaim-cobbett.surrey.sch.uk.
8. Unless specifically requested, or it is optional as part of an activity, children should not bring any toys, games or valuable items (including money) to the Club.
9. Behaviour considered by a play worker to be unacceptable and inappropriate will not be tolerated and parents will be advised. The Governors of William Cobbett Primary School reserve the right to cancel a registration in such circumstances.
10. Respect for, and proper use of, all property, equipment and the premises of the Club and the School is essential and must always be maintained by all children.
11. All information supplied to or exchanged with any person connected with the Club will be kept strictly confidential.
12. The success of the Club depends on co-operation and sharing between all those involved. Parents should address any comments they wish to make to a Play Worker.
13. Please ensure that you inform us immediately if there are any changes to your personal registration details. I.e. – change of address, phone numbers or place of employment. ***It's a legal requirement that we hold up to date details.***

Booking Form

Childs name:

Class/Year:

Please indicate which sessions you would be interested in on the table below. Please mark whether you would like a half session (until 4.30pm) or full session (until 5.45pm) when marking the "afterschool club" section.

	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Breakfast Club					
Afterschool Club					

All sessions will be confirmed by email. Please remember that we need 4 weeks (term time) notice in writing to cancel or change any of your sessions once they have been confirmed.

Please sign and date below to confirm that you have read the welcome letter and have read and agree to the terms and conditions in full.

Name:……

Signature:……

Date:……

FOR CLUB ADMINISTRATION USE ONLY

SESSIONS CONFIRMED:

DATE SESSIONS WERE CONFIRMED:

DATE TO START: