



Joy Lane Primary School

A Love of Learning, for Life, for All

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms D J Hines

Head of School: Mr M Ashley-Jones

13th September 2022

Important information regarding Breakfast Club and After School Club

Dear Parents and Carers

I do hope that your children have settled back at school and are getting used to all the routines of a school day and week. I also wanted to take this opportunity to welcome all children and parents/carers 'old' and 'new' to our wraparound care in the form of Breakfast and After School Club, as well as reminding parents and carers of how to book.

Booking Procedures

A lovely video has been made available on ClassDojo explaining the booking process on Arbor; just scroll down on the school story and you will hear Mrs Moorfield explaining the booking process for you.

May I remind all parents and carers that any wraparound care will need to be **pre-booked** and **pre-paid** at least **3 days** in advance, (**starting from Wednesday 14th January 2022**) using our online booking service; this is essential for our system to work effectively and also to ensure that we have the correct ratio of staff to children each day. You can book your child in for single sessions or long-term blocks. Parents and carers, please note that in order to secure your child's place in these clubs, it is absolutely vital that all sessions are paid for in advance and that there is no outstanding debt. **Please note that our After School Club capacity is 60 so you will be unable to secure a place if numbers exceed this.**

Last minute emergency requests for children to access Breakfast Club or After School Club may be granted subject to availability, supervision and pre-payment. Please be aware that a **£20 fee** will be charged in order to facilitate this request providing there is availability.

Parents / carers will be asked to sign in their child on the daily Breakfast Club register when they arrive and sign their child out on the daily After School Club register when they leave. Registers are used to produce an account of the children who are on the School site at any time and also for Health and Safety and payment purposes.

I am sure you will understand that pre-booking is for the safety of the children as well as ensuring staff ratios are correct, in order to meet with compliance regulations. For your information, please see our Breakfast and After School Club Policy below. Finally, please do contact the school office if you are having any issues with booking or payments as the ladies will be very happy to assist you with your query.

https://www.joylane.kent.sch.uk/images/documents/policies/2022_2023/Extended_Services_Policy_2021-22.pdf

Breakfast and After School Club:

Phone Main Office: 01227 261430

Mobile: 07542 133247 (3.15pm—6pm)

Email: enquiries@joylane.kent.sch.uk

Yours sincerely

M Ashley-Jones

Mr M Ashley-Jones

Head of School