



Dear Parents/Carers,

8th June 2021

Hedgerows After School Care

I am delighted to confirm that, all being well with current Covid measures being lifted next academic year, we are planning to re-open our Hedgerows after school provision in September.

Staffed by existing members of Barrow Hedges staff, 'Hedgerows' will re-open on Monday 6th September for Year 1 to Year 6 and will run from 3.10 – 5pm, term time only. The club will open to Reception children from Monday 4th October. The daily cost will be £7.50 per child, which includes fruit juice/milk and a healthy snack. There is no contingency for collection beyond 5pm – further explanation of this will be provided in our Agreement Form.

In order to help with the planning process, we would be grateful if **all parents** could respond to a very short survey about after school care requirements, even if you do not plan to use Hedgerows as this will give us a clear indication of the needs of our community. This form will be sent to you via PMX.

As it has been a while since we have been able to offer this service, please find below further details of this provision.

Hedgerows has capacity for up to 30 children and parents/carers may choose to send their child(ren) to the club on any number of days, subject to availability and pre-booking. Children will participate in activities such as board games, puzzles, colouring and, weather permitting, some outdoor games in the Infant playground. Collection will be via the external door by Nursery/ Woodpecker/Kingfisher classrooms, accessible via the Harbury Road entrance.

Bookings and payments for attendance at Hedgerows from September will go live on Monday 5th July and will be made via ParentPay – bookings will only be available in conjunction with payment and can be made for the half term or on a day by day basis. Booking for same day provision closes at 2pm on each day. **ALL BOOKINGS ARE NON-REFUNDABLE.** Once you have made a booking, no further confirmation of your child's place will be sent, therefore your



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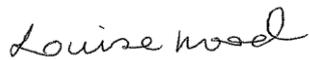


booking is confirmed once payment has been made. Please find below further details on how to book a place.

When we return to school in September, we will contact parents who have made bookings to provide you with an Agreement Form which needs to be completed prior to your child's attendance (this will include previous attendees, who will need to sign a new consent form).

We are really looking forward to what we hope will be a return to normality, but must emphasise that if the children are required to remain in year group bubbles, we may not be able to re-open in September.

Yours sincerely

A handwritten signature in cursive script that reads "Louise Wood".

Louise Wood
Headteacher



Hedgerows After School Care:



Booking process

Hedgerows After School Care is £7.50 per session, please ensure you book your place in advance via Parentpay.

Please log in to ParentPay and select your child's account icon. On the left-hand side click on the + sign next to 'bookings' then select 'make or view bookings'. Select the week commencing required and click on 'make or view bookings' where individual days can then be selected. Select days required (day will turn green when selected) and then click 'confirm booking' at the bottom of the screen which will then add the charge to your basket for payment to be made. Please note the cut off for bookings is 2pm. You can book in advance to secure your place and your booking will stand, so long as you pay for each session before the session begins.

If you make a mistake and wish to cancel the booking select 'clear day'.

The screenshot shows the ParentPay interface for a user named 'Mavis Jackson - ParentPay'. The main content area displays a calendar for the week commencing 16th Sep 2019. The days are: Mon 17 Sep, Tue 17 Sep, Wed 18 Sep, Thu 19 Sep, and Fri 20 Sep. Below the calendar, there is a summary table:

Category	Count
Bookings added	2
Bookings cancelled	0
Cost of new bookings	£15.00
Payment due	£15.00

At the bottom right of the interface, there is a blue button labeled 'Confirm bookings'.

If you wish to pay for a booking you have made but have not paid for, please select 'unpaid bookings' from the left-hand side menu to be taken to the payment area. Please note bookings must be paid for before attendance at the session.

If you wish to cancel a booking previously made, please go to the 'make or view bookings' section – select the week commencing of the booking and then select 'clear day' for the relevant day you wish to cancel and then select confirm at the bottom of the page. If you have already paid for this your payment will be allocated to the next session you book.

If you have any queries please contact finance@barrowhedges.com. Alternatively you can ring the school office and press option 2 for finance. We look forward to welcoming your child to Hedgerows.