

After School Club

27th November 2024

Dear Parents/Carers,

Following our recent announcement about the launch of our new after school club provision, we are now pleased to provide further details on how to book sessions for your child(ren).

This exciting provision will start on **Monday, 2nd December 2024** and offers reliable after-school care for pupils in **Reception to Year 6** attending **Aylburton, Lydney, and Severnbanks Schools**.

Provision Details

The after school club will operate from **3:15 pm to 6:00 pm** and will be based at **Severnbanks School**.

For families from **Aylburton** and **Lydney Schools**, a minibus service will transport children to Severnbanks at the end of the school day. Parents/carers are kindly asked to collect their children promptly from Severnbanks School at the end of their booked session.

Registration

To book after-school care, you must first **register your interest** and complete a **registration form**. This ensures our After-school club team have access to essential information such as contact details, permissions, and medical or dietary needs.

To register your interest and request a registration form, please email **Jo** at office@sfat.uk.

Booking Process

Once registered, you can book sessions via **ParentPay**.

For Aylburton and Lydney pupils: If you register for the after-school club, you will need to add your child to Severnbanks ParentPay. Once we have received your registration form, you will be sent an activation letter with instructions on how to add your child. Please note, only pupils registered for the after-school club will have two profiles—one for the main school and one for the after-school club. You will continue to use a single ParentPay login, but bookings for the after-school club should be made under the Severnbanks profile. Your child's school-specific payments (e.g., catering and trips) will remain linked to their current school profile.

A helpful guide will be provided to assist you.

Please note:



- Sessions must be booked and paid for in advance by **10:00 am on the day of the session**.
- We regret that late bookings cannot be accommodated at this time.

Session Costs

Sessions are available as follows:

- **Session 1:** 3:15 pm – 4:15 pm (£4.50)
- **Session 2:** 3:15 pm – 5:15 pm (£9.00)
- **Session 3:** 3:15 pm – 6:00 pm (£12.38)

Children from Severnbanks who attend after-school hobby clubs may book after school care starting from the end of their club.

Childcare Voucher and Tax-Free Childcare

We accept payments via **Childcare Vouchers** and **Tax-Free Childcare**.

- Payments made using these methods will be credited to your **SchoolMoney account** once received in the Trust bank account.
- Parents/carers must notify us by emailing office@sfat.uk when a payment has been made, so we can check the bank and allocate the credit promptly.

Please note:

- The credit balance will automatically reduce when bookings are confirmed.
- It is the parent/carers responsibility to ensure their account is sufficiently topped up to cover the costs of their session requirements.
- Parents/carers should allow sufficient time for payments to reach the Trust bank account and for administrative processing to allocate the credit.
- The provision is registered under **Severnbanks Primary School (URN: 139165)**.

If you anticipate delays when using these payment methods, please contact Jo to discuss your options.

Collection and Parking

Children should be collected from Severnbanks School at the end of their booked session where a staff member will be at the **green gate** to sign them out.

Please note:

- Parking in the staff car park is not permitted.
- Parents/carers are kindly asked to use nearby spaces around the ACT building and to park considerately.



Snacks and Drinks

A light snack and drinks will be provided during each session.

Next Steps

1. Email Jo at office@sfat.uk to request a registration form.
2. Complete and submit the registration form.
3. Once the registration form has been received, your child will be added to the booking system, and you will receive a notification once this is available.
4. For Aylburton and Lydney pupils, you will also receive a ParentPay activation letter. Please follow the instructions in the letter to add your child to Severnbanks ParentPay.
5. Book and pay for sessions in advance via ParentPay (up to 10:00 am on the day).
6. Notify us of any updates to your child's details via email.

We are thrilled to introduce this new after-school provision. If you have any questions, please do not hesitate to contact me by emailing office@sfat.uk. Thank you for your continued support.

Kind regards,

Jo Young

Admin Assistant

Severn Federation Academy Trust