

After School Club

Dear Parents/Carers,

We are pleased to offer a well-established after-school club for children in Reception through to Year 6, open to pupils attending Severnbanks, Lydney, and Aylburton Schools. The club runs Monday to Friday from 3:15pm to 6:00pm and provides a safe, engaging, and fun environment for your child after the school day ends. This letter contains all the key information you need to know about the provision and how to book sessions.

Provision Details

The after-school club operates from **3:15 pm to 6:00 pm** and is 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 the day before the session**.



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 ParentPay 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 main office at the end of their booked session. Please use the intercom when you arrive to notify the staff you are collecting.

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.

Late collection

If you are unable to collect your child by 6:00pm, you **must** ring to notify the after-school club staff you will be late. The Severnbanks School (01594 842789) phones are not manned after 4:30pm. You must then call 07759296297 and speak to the ASC member of staff.



Please see Severnbanks Wrap-Around Care Policy on Severnbanks School website for late collection charges.

Snacks and Drinks

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

Next Steps

1. Complete a registration form. A link to the registration form can be found on the school website or 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 the day before).
6. Please complete a new registration form if any of your child's details need updating, including changes to permissions for collection.

If you have any questions or need further information, please don't hesitate to get in touch by emailing office@sfat.uk. We look forward to supporting your family and providing a fun, safe, and enriching environment for your child.

Kind regards,

Jo Young

Admin Assistant

Severn Federation Academy Trust