ClubsComplete

Opening a world of opportunities to children and young people

Dear Parent/Carer,

We are thrilled to announce that we are one of the new extra-curricular service provider for St Mary's CE Primary School. We provide excellent extracurricular services in many Primary Schools throughout the UK and have an enthusiastic team of staff that are trained on safeguarding and prevent duty. The sessions will commence on w.c 9th September 2024.

ClubsComplete would like to invite you to an Introduction meeting via Zoom on Tuesday 16th July at 5:30pm- 6:00pm. During this meeting we will go through how our clubs work, our staff and what your children will do whilst in our care. We will also discuss how our booking system works, ways you can pay for your clubs and any questions you may have about the provision.
Please use the following details for the Zoom meeting:
Topic: St Mary's CE Primary School meeting
Time: Jul 16, 2024 05:30 PM London

Join Zoom Meeting
https://us02web.zoom.us/j/83352369502?pwd=2kaGbTQYCA0iBgDjA7gQSoxV0hbDrX.1

Meeting ID: 833 5236 9502
Passcode: Y85Nmp

After school club: 3:20-4:20pm -

Tuesday: Key Stage 1: Lego Club: Let the children's imagination take over in this creative club where the children will be able to showcase their creative and imaginative side. The children will be set Lego building tasks each week and can show and tell their creations. They will be involved in team building and individual activities. **Cost per session is £6.20.**

Wednesday: Key Stage 2: Lego Club: Let the children's imagination take over in this creative club where the children will be able to showcase their creative and imaginative side. The children will be set Lego building tasks each week and can show and tell their creations. They will be involved in team building and individual activities. **Cost per session is £6.20.**

Thursday: Key Stage 1 Autumn term 1 and Key Stage 2 Autumn term 2: Arts & Crafts Club: This course is for children who love to be creative! Children will be attempting a range of different projects both individually and in teams throughout the duration of the course. There will be various topics and projects for children to choose from including 'under the sea', 'in the jungle', origami, blow painting, splatter painting, mosaics and more! **Cost per session is £6.20.**

Facebook: Please click below to join our private Facebook group for your school:

https://www.facebook.com/share/RFjrJSbzxCnZYeyp/

This is where we post reminders of events, polls for new themes, and pictures of what the children have been up to. This is also a great place to ask any questions you may have about the clubs and to chat to other parents using our services!

P**aying with debit or credit card:**

Bookings are now live for the next term - you are able to book and reserve your space for as many sessions as you please. Note that sessions are payable at the time of booking, therefore please only book what you are able to make payment for.

All services have limited spaces available and are payable upfront by parents via our website, and you can book up to 3 hours before the club taking place should there be a space available on the club that day.

Our terms:

- Once you have made a booking you can amend or cancel this booking within 24 hours at which point a credit for the session will be automatically made to your account. Outside the 24 hours, it is not possible to receive a refund.
- Time limits for bookings: You are able to book any clubs of your choice up to three hours before the club commences. At the cut-off point of three hours before any club starts, the website will automatically prohibit you from booking the club so that we can cater for the amount of children in the club - if it is an emergency, and you require the childcare, you may call the office to see if there are remaining spaces available but a £5 administration fee will be charged for your booking for our staff member to make the last-minute booking for you as it is quite a lengthy process to log in and override the system.
- Your account - if you do not make the bookings via your online account and prefer to call our office, we are able to take the booking, but all transactions are subject to a £5 administration charge.
- If you have a change in circumstances or your child is poorly, we ask that you log into your account and cancel their space, so our staff know not to expect them - this is part of our safeguarding policy to ensure we know the whereabouts of your child. Unfortunately, you will not receive a credit or refund in this circumstance as we have to allocate staff, purchase food and equipment ahead of the day arriving, so our costs have already been made.

Please note that from a safeguarding perspective, we are not covered to accept children who have not been booked onto a session. Therefore, please book your child/ren on online, in advance.

All ClubsComplete staff members are DBS checked, qualified and experienced working with children and have undertaken safeguarding children training.

To book, please click below:

https://myclub.clubscomplete.co.uk/settings/st-marys-ce-primary-school

Please note our offices are open Monday to Friday 9am-6pm if you would like to give us a call regarding our services.

Kind regards,

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