

28 September 2022

Dear Parent/Carer

SCHOOL GATEWAY – RASCALS BOOKING SYSTEM

Following on from the [previous correspondence](#) issued earlier this month, I wish to just give a bit more information about how the booking system will work in practice.

The site will give you ownership of breakfast and after school club bookings. Sessions can be booked, edited and/or cancelled up to 7 days before the date, as per the booking terms and conditions.

Any last-minute requests can still be discussed with the office who will always do their best to assist when we can and where ratios and numbers allow.

The benefit of this system is that you will see a live number of spaces available, so you can then always book on ad hoc sessions as and when you need, with full transactional information at your fingertips to give you more clarity.

The system is expected to 'go live' on Friday 21 October. School will send a text alert to everyone once this is the case. On this date, you will be able to log on and book sessions between Monday 31 October and Friday 16 December. The sessions for Spring term will be available to book as we head towards the Christmas holidays, and we will again notify everyone by text when this is the case.

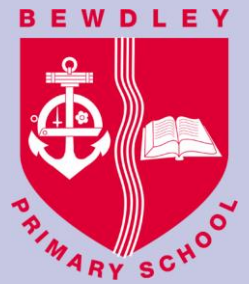
To book sessions, you must have activated your account on school comms. Please again refer to the previous correspondence as to how to install the app on your phone.

Crucially, the main change is that all sessions will need to be **paid for at the time of booking. This is the only way to confirm your spaces.**

For anyone who pays monthly with childcare vouchers, we ask that you contact the office by Friday 9 October to provide us with this detail. If we do not receive the confirmations in time, we may be unable to load associated credit balances.

There will be 3 different club options to book: -

- Breakfast club – We can accommodate all age groups in the same setting, so anyone wanting breakfast club books this session.



Helping everyone to achieve their best

- After school (Nursery and Reception only) – Due to staff ratios with younger children, there are 16 spaces available for children from Nursery/Reception year groups.
- After school (Years 1 – 6) – This is the one you will select for any after school booking if your child is Year 1 or above (35 places available)

Just to summarise the main information points, please see below: -

- To book wraparound care for October – December, the system will go live on Friday 21 October.
- Bookings need to be paid for at the time to be secured.
- You can still cancel bookings without financial penalty up to 7 days before.
- There are 3 'clubs' to select from – please ensure you are booking your child on the right ones.
- The system will not allow bookings once the session is full.
- You will be able to view all your bookings through the app.

I understand that this is a change to the way in which we have always done things, but this system will ensure everything is more streamlined and will enable school to ensure adequate staffing ratios are adhered to.

If you have any queries, please do not hesitate to contact the school office by emailing office@bewdleyprimary.worcs.sch.uk or calling 01299 403 796.

Yours sincerely

Nikki Walker
School Business Manager