



**MARLBOROUGH PRIMARY SCHOOL AND NURSERY**

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**20th December 2018**

Dear Parent/Carer,

**After School Activity Clubs**  
**Important Changes to Booking and Payment Procedures**

We write to inform you that we will be implementing an online booking system for our After School Activity Clubs from the Summer Term.

All parents and carers will be advised via a text message when all clubs are available to book online via [www.scopay.com](http://www.scopay.com). Parents and carers will then be able to go online and book the clubs they would like for their children by submitting an immediate payment online. Payments will be accepted by debit / credit card only.

We kindly request that in the interest of fairness to all the children accessing our extended school facilities, that parents and carers book no more than two clubs each in the first instance. We will then advise parents and carers if there is an option to apply for further clubs based on availability.

Please be aware that parents and carers who choose to book more than two clubs in the first instance are at risk of losing a first choice club as a club may be refunded to them at our discretion if they have overbooked.

Pupils who qualify for the pupil premium grant will continue to be offered a maximum of one free club each academic year and parents and carers will be able to apply direct for these places via myself.

**Please note that We are no longer able to accept Childcare or Government Tax vouchers for our after school enrichment activities.** This is because in order to provide a varied programme of activities the provision will no longer fall under our Ofsted registration. Furthermore, enrichment activities outside of school are provided as activity clubs for children and are not considered as 'childcare'. Please be assured that all Providers employ experienced/qualified staff who have undergone a full DBS check and hold their own public liability insurance. They also undergo rigorous quality checks and references before supplying a service to the families at Marlborough Primary School.

The changes we have made are in the interests of offering a more streamlined and easily accessible service to our parents and carers.

Please do not hesitate to contact myself if you experience any difficulties with accessing the online system or require additional support or help.

I would like to take this opportunity to thank you in advance for your cooperation.

Yours sincerely,

**Deborah Currie**  
**Extended Schools Co-ordinator**  
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