



## Naunton Park Primary School

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Website: [www.nauntonpark.gloucs.sch.uk](http://www.nauntonpark.gloucs.sch.uk)

Headteacher: Mrs N Hill BA (Hons), PGCE, MA (SEN), NPQH

Deputy Headteacher: Miss L Hudson BSc (Hons), PGCE

Dear Parents/Carers,

04/09/2020

As you may be aware before the start of the summer holidays the school introduced a new booking system for the Naunton Park kids club (previously named OSCC), this is located on our school website.

If you need after school care, please use the booking system as soon as you know what dates you require and we are encouraging families to book upto each half term where possible, this is to enable the school to plan staff to child ratio's, particularly with government guidance following Covid. This facility also offers you the opportunity to plan your childcare needs in advance.

We are aware that for those who have used the system, an automatic confirmation email was sent out, but didn't confirm the booked dates and costs. This has now been rectified with our website provider and every new booking will receive the full details via a confirmation email. Unfortunately you aren't able to change or cancel any bookings online at the moment, so if you need to amend a booking you will need to email the school via [kidsclub@nauntonpark.gloucs.sch.uk](mailto:kidsclub@nauntonpark.gloucs.sch.uk) (from Tuesday of next week onwards) or via Sarah Walter, Club Manager.

Once you have made the booking, your place is confirmed if there are spaces, it is not currently linked to payment. In future this will be the case, but for now you are able to pay via parentpay or tax free childcare vouchers after you have booked. This will be updated weekly by the Club Manager. Please feel assured that your booking is secure.

To book using the online booking system; go to [www.nauntonpark.gloucs.sch.uk](http://www.nauntonpark.gloucs.sch.uk), kids club booking system on top menu tab

- 1. Choose item - Add Child's name, click sessions required It will show an order summary and total cost before you click continue
- 2. Your details - Add your details and your Childs' details
- 3. Order confirmation page – you can click "see all reserved dates" in this section to see each session booked
- Select Parentpay or childcare vouchers
- Confirm

I enclose of copy of the letter sent out in July for reference.

The session times for kids club are fixed and payable when booked, however you are able to drop off/ collect your child at anytime in those booked session times.

Please get in touch if there is anything else I can help with,

Kind regards

Helen Whitelock

Business Manager

