

Go Live 2023-24

Dear Parents and Carers

Bookings for the academic year 2023/2024

Please note that there is no price increase for 2023/2024 and prices remain unchanged at the point of Go Live.

- £5.50 for Breakfast Club and
- £11.00 for Afterschool Club.

Parents will be advised in advance of any increases, and these would only apply to

One of the spaces we have available to us is being reconfigured in the new academic year and to help us manage all our spaces effectively there will be 2 booking activities for the 2023/24 school year. These will display as

'Key Stage 1 – 2023/24 Kids Club' and
'Key Stage 2 – 2023/24 Kids Club'

in the Booking Activity section of magicbooking. **The year groups are based on the year your child(ren) will be in from September 2023 NOT on their current year group.**

A number of spaces have been allocated to each group and bookings for the 2 groups will take place on different days,

Bookings for **Key Stage 2** (those who will be in years 3-6 in September 2023) **will go live from Monday 27th March 2023 at 7pm,**
and

Bookings for **Key Stage 1** (those who will be in years 1-2) **will go live from Wednesday 29th March 2023 at 7pm**

Younger siblings (those who will be Y1 and Y2 in Sept 2023) of any KS2 child securing a place during the KS2 booking process will be given priority for the same days and sessions as their older sibling. To enable us to achieve this, bookings for KS1 will be subject to approval to allow us to monitor bookings as we go along. Parents will still need to book all the places they need for all children as normal. New reception children in September 2023 will not be part of this process and will have a separate process after the Easter break when school places have been offered.

Please ensure that you book your child(ren) on to the correct activity. In most cases the system won't allow you to book the wrong activity as they are age appropriate however there is a slight overlap which means that a small number of children can be booked onto either activity. This relates to **children who become 7 years old between 27th March and 31st August 2023 (inc). Children falling in this category must be booked onto the Key Stage 2 activity.**

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You will be able to book in any pattern at 'go live' but please **make sure you only book the sessions that you require**. This is especially important this year given that there is pressure on some sessions as we have described in the Go Live Letter. We have changed the cancellation notice to 90 days to enable parents to cancel in time for us to offer other parents their unwanted places before the school holidays. This is to avoid parents block booking all sessions only to cancel them 10 days before the start of the September 2023 term as has happened previously. We will review the use of the cancellation notices in the future. We reserve the right to query and cancel any booking that does not meet the terms of our booking policy e.g. a parent block booking all week who normally books only two sessions a week.

If you need places for the full academic year (September 2023 to July 2024) please book them all at the same time, as we cannot guarantee their availability at a later date. Payment isn't due until 30 days before the first session booked and we have monthly payment plan options available.

Though 'go live' takes place on one evening, the booking process usually takes a week to finalise, if you experience problems on booking day please do not be concerned ongoing support will be provided and priority will be given to sorting out booking issues to allow parents to secure their places. Payment queries and less urgent issues will be resolved in the days following 'go live'. All current users booking queries will be resolved before any "spare" places are opened up to new reception parents after the Easter Holidays.

As per the Booking Policy, new reception parents who have existing children using club will receive priority for any spare places we have left before brand new club users are given access to any spare places. However, places cannot be guaranteed especially on peak days (Tuesdays and Wednesdays) and we may need to operate a waiting list on these days. If you have a new reception child starting in September you may wish to consider this when deciding which days you wish to book for an older sibling on 'go live'.

To ensure you will be able to book please check your MagicBooking account well before go live....

In 'My Account':

1. Check you are registered with the 'Ecclesall Kids Club' centre

For each of your children ensure:

1. 'Main centre' is 'Ecclesall Kids Club'
2. 'School' is 'Ecclesall Primary School' and their current **year** is correct.
3. Date of birth is correct
4. Two emergency contacts are listed under 'Emergency'
5. Everyone who might collect your child is listed under 'Collectors'
6. The name and address of a GP is recorded
7. All the permission fields in your child's profile are completed including all consents and medical information is updated.

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IMPORTANT

You will need to ensure that all current monthly payments are up to date, as **any overdue balance greater than £50 means that you will not be able to book** your 2023/24 sessions. **Please ensure that any outstanding monthly payments on your current account reach us by the 24th March.** Please note a £10 deposit will no longer be required as part of the Booking process.

A simple guide on 'How to Book' is attached and on our website under the Magic Booking tab. We recommend that you familiarise yourself with the contents before the go-live date.

Thank you for your continued support

Ecclesall Kids Club Voluntary Management Committee