

Dear Parents and Carers,

This is an important letter relating to the booking system for next year's Kids Club places, which will open in Magic Booking in a week's time. Please read this letter carefully.

We are making some changes to the booking process for next year's (2023/24) Kids Club. Some of the space we use for the Club is due to be reconfigured and there is a likelihood that we will have less space than currently when we open in September 2023. We project a reduction in our headcount for some sessions and we may therefore not be able to meet the current demand for places.

The Committee and the Management Team have reviewed the space that will be available and the current demand and usage of the Club for each session. They have taken the advice of the Play Managers about what makes a safe, comfortable, and fun environment for our children and our staff.

The Reception/Key Stage 1 and Key Stage 2 children occupy different spaces in the Club. For KS1, we expect to be able to meet projected demand, although there may be more pressure on Wednesday and Thursday *Breakfast Club*. These are sessions where we may need to set up waiting lists. For KS2, the demand may exceed places at *Afterschool Club* by a small margin on Mondays and greater margins on Tuesdays, Wednesdays and Thursdays. Should our projections be correct, we will have to set up waiting lists for these sessions.

We will manage the booking process for KS1 and KS2 separately so we can monitor the bookings as we go along. **Our KS2 bookings will go live on Magic Booking at 7pm on 27/3/23.** Bookings will be taken on a first come first served basis, as is our normal practice. **The KS1 bookings will go live at 7pm on 29/3/23,** these bookings still need to be made as early as possible but will be subject to approval. We will send more detailed guidance about how we will run the booking process in a follow-up email, including how we will ensure parents/carers who have children in both KS1 and KS2 are treated fairly.

The booking system for new Reception children will, as usual, go live after Easter. In line with our booking policy, new reception siblings of existing users have priority for any places we have left after our existing users have completed their bookings.

After some discussion, the Committee has decided to change our cancellation period to 90 days in advance. Given the pressure on places for 2023-24, and the tight financial margins we are currently working within, we hope this will prevent issues in previous years where users have block-booked sessions and then routinely cancelled multiple sessions at relatively short notice. The cancellation period allows time before the Summer Holidays to offer any unrequired places to parents on our waiting list. In exceptional cases parents can request a credit and this will be considered.

As we have always been an oversubscribed club, we open our bookings early to give parents/carers the security of knowing well in advance that they have their places for the next year. This also gives parents/carers who cannot get places time to make alternative arrangements or choose to be added to our waiting list in case places come up.

We thank you for your support and patience whilst we implement these changes. Our aim, as a Charity run by parents for parents, is always to offer the maximum number of high-quality places for our children as fairly and cheaply as we can.

Ecclesall Kids Club Management Committee