



BREAKFAST AND AFTER SCHOOL CARE

## New Reception Classes - Autumn first half term 2023

Monday 18/09/23 to Friday 20/10/23 (5 weeks)

### Connections Start Date for Reception children

Children starting in Reception classes in autumn 2023 will start school on their allocated date within the first couple of weeks of September. Their start date in Connections will be the week of 18/09/23, to allow time for children to settle into school first before attending Connections. The delayed Connections start applies only to the first half term. Normal full term dates apply to Reception children in Connections thereafter.

### Booking Requests, availability and priority

Please submit a Booking Request Form if you wish to make a Booking Request. Requests are considered on a first come, first served basis within the following order of priority: availability is prioritised firstly to existing Connections pupils, secondly to new siblings of existing Connections pupils and thirdly to families new to Connections. Depending upon availability, we may not be able to offer all your requested sessions.

Submission of a Booking Request Form should automatically generate a receipt email form 'Google Forms' as soon as you click 'submit' (check your junk/spam folder). Please check carefully the details you have submitted to us. Note - that email does not confirm your child's place. Please wait for a confirmation email from Connections before you assume your booking can be fulfilled.

IMPORTANT DATES	
22/06/23	Booking Request Form opens for new bookings, 9.00am
02/07/23	New Booking Request Form closes
04/07/23	Booking confirmation and fees will be advised by email not later than this date
09/07/23	All payments must have reached Connections by end of this date

Booking Requests for Autumn 1 2023 received after 02/07/23 will be considered in September 2023 and will be subject to availability and our £25 administration charge.

### Fees, payment and amendments

We accept payment in any combination of Childcare Vouchers, HMRC Tax Free Childcare or bank transfer. Fees will be advised by email and will include details on how to make each type of payment.

If you wish to use HMRC TFC, please create your HMRC TFC account not later than 19/06/23, in time for our payment deadline.

Booking and full payment is required in advance for the whole period (18/09/23 to 20/10/23). Late or part payment or non-payment will result in cancellation of your booking.

If your Connections requirement changes before your child starts, you may request an amendment to your booking with a minimum of five school days' notice. Amendments are subject to availability and will incur our £25 administration charge as per our T&Cs. Any credit arising from your amendment will be added to your new ParentPay account for use towards future Connections fees. Refunds are not offered.

CONTINUED

## **Autumn 1 2023 information**

You will find lots of information about Connections Club on the school website; in particular our FAQs may be helpful.

Unfortunately we are unable to take bookings of Ad Hoc (occasional) sessions.

We look forward to welcoming your child to our club.

**Link to Booking Request Form:** <https://forms.gle/67LFXyFwmzhmgBMK7>