

## Connections News, May 2021

### Change in Connections pricing for September 2021

The academic year 2021-2022 will be our fourth year of operation. We'd like to thank our many families for your continued support and good wishes about the club.

In our three years to date, we have faced many challenges including increases in all our costs. Following a recent management meeting, we have concluded that in order to retain the high quality of the provision we offer, our prices will increase from September 2021. This will be

<b>Connections pricing from September 2021</b>	
<b>Breakfast Club</b> , per session when the half term is booked and paid in advance	£6.50
<b>After School Club</b> , per session when the half term is booked and paid in advance	£15.00
<b>Administration charge</b> , for changes or new bookings agreed after the published deadline	£25.00
<b>Late Collection charge</b> , for collection of children from After School Club later than 6.00pm. Charge applies to each 15 minutes late and/or part of 15 minutes late.	£12.00
<b>Ad Hoc booking, Breakfast Club</b> , per session	£9.50
<b>Ad Hoc booking, After School Club</b> , per session	£22.00
<b>Unexpected attendance, Breakfast Club</b> , per session	£16.50
<b>Unexpected attendance, After School Club</b> , per session	£38.00

the first time we have made a change to our prices.

If you have any queries, please don't hesitate to contact us at [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org)

Thank you, Connections Team

## [Connections News Update, 09 March 2021](#)

### **Summer first half term**

We will roll over your current Spring 2 2021 booking into the first half of the Summer term 2021.

For Summer 1 2021, if you wish to terminate your agreement with us, or request changes, or make a brand new booking, the deadline is 17/03/21. Please read our 'Booking and Payment - Summer 1 2021' section where you will find the link to the Booking Request Form for new bookings. Requests are considered on a first come, first served basis and are subject to availability.

### **How Connections will operate**

Connections will not be able to operate in the same way as before Covid-19. We adhere to government guidelines which are subject to change and we appreciate your understanding whilst our practices and routines continue to evolve. Booked Breakfast and After School sessions will continue to be restricted in the number of children accommodated. We anticipate children will still be grouped in 'bubbles' which are organised in Key Stages ie. the bubbles will be made up of children from a greater spread of classes than during school hours and will vary from day to day. Siblings may be separated. Each child attending will receive breakfast (Breakfast Club) and/or a pre-packed light snack (After School Club). It will not be possible to run some of our normal communal activities. Booking of Ad Hoc sessions is not offered.

## [Connections News Update, 23 February 2021](#)

School and Connections Club will re-open fully on 8 March 2021.

If you wish to book Connections, you will need to submit a fresh Booking Request Form (one for each child) not later than mid-day on 03 March 2021.

### **WE WILL NOT ROLL OVER ANY PREVIOUS BOOKING.**

**Even if you booked with us before, you will still need to submit a fresh Booking Request Form, one for each child.**

Requests are considered on a first come, first served basis.

Please read the notes within our Booking and Payment section before you proceed. The link to the Booking Request Form is in the same section.

### **How Connections will operate**

Connections will not be able to operate in the same way as before Covid-19. We adhere to government guidelines which are subject to change and we appreciate your understanding

whilst our practices and routines continue to evolve. Booked Breakfast and After School sessions will continue to be restricted in the number of children accommodated. Children will be grouped in 'bubbles' which are organised in Key Stages ie. the bubbles will be made up of children from a greater spread of classes than during school hours and will vary from day to day. Siblings may be separated. Each child attending will receive breakfast (Breakfast Club) and/or a pre-packed light snack (After School Club). It will not be possible to run some of our normal communal activities. Booking of Ad Hoc sessions is not offered.

## [Connections News Update January 2021](#)

### **Fees removed from ParentPay**

The fees/charges for your booked Connections sessions for Spring 1 2021 half term have been removed from your ParentPay account.

The balance figure on your Connections payment items has updated automatically.

The balance figure is a continuous running total of

+ credit you may have already had

+ the payments you have made

- fees applied by us (in this case, there are now no fees for Spring 1 2021 in the balance figure)

Now that the fees have been removed, most balance figures will be displaying a **blue credit figure** due to the payment you had made for Spring 1 2021. In a few cases the figure will be zero for those for which no payment had been made.

Credits arising from payments made back in December for Spring 1 2021, by all methods (ParentPay, HMRC Tax Free Childcare, Childcare voucher, direct bank transfer) will be appearing in the same way on ParentPay. You can view all entries made on your Connections items in ParentPay within their Transaction History / Payment History or Balance History.

More detailed information is available under our webpage tab 'Understanding Connections charges on ParentPay'.

We are not looking to issue refunds at the moment but instead your credit will remain on ParentPay until Connections fully re-opens and we are taking bookings once more.

If, when we re-open, you no longer need Connections, we will look to issue refunds where possible. Further details will be provided at the time of re-opening.

### **Children of Keyworkers**

For children of keyworkers who are currently attending Connections during school closure, the regular session fees will apply. These fees will be added retrospectively each week to ParentPay and your credit balance will automatically reduce accordingly.

If you have any queries, please don't hesitate to contact us via [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org)

Kind regards  
Connections Team

---

---

### **Connections News Update 23 November 2020**

We are delighted to be able to continue to run Coombe Connections Club in these challenging times.

We will resume our regular terms and conditions for bookings for the first half of Spring 2021 though unfortunately we are still unable to accommodate Ad Hoc sessions. (Terms and conditions are outlined in the Parents' Handbook section on our webpage).

We will of course try to be as accommodating as we possibly can, but we do kindly remind parents that as always, we are obliged to comply with government guidelines and adhere to safe and viable ratios of staff:children. Working in bubbles puts extra pressure on our staffing levels and we cannot always be as flexible as we would wish. We appreciate your understanding as we all find a way to work through the requirements.

Should the Covid-19 situation and government guidance change again, our plans will be amended as appropriate.

If you have any queries, please email us at [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org)

Best wishes

Connections Team

---

---

### **Connections News Update, 02 November 2020**

Dear  
parents,

We appreciate that many parents' work arrangements and therefore childcare requirements may have changed at short notice as a result of the lockdown commencing on 05/11/20.

We have put in place temporary special terms and conditions for changes to your Connections booking should you require them.

### **Temporary terms and conditions for Autumn term 2020 second half:-**

- These temporary terms and conditions relate to requests for changes to this current half term and will be in place right up to the end of the half term, 18/12/20.
- Please contact us via email at [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org) to make your request.
- Under these terms and conditions, the first request for changes will not incur our usual £25 administration fee. Any subsequent requests for changes will be charged £25.
- We require a minimum notice period of 5 school days before your changes will be in place. Please wait for our confirmation email before you make your plans.
- Requests for additional sessions will be subject to our availability within your child's bubble.
- If you wish to reduce or cancel your booking, the full value of your paid cancelled sessions will be held as credit on ParentPay for use towards a future Connections booking. This applies to every method of payment we have received ie. ParentPay, childcare voucher, HMRC TFC. At this stage we are not offering to refund ParentPay payments. Please be aware that HMRC's strict rules prohibit any refunds on payments made via childcare voucher or HMRC Tax Free Childcare.
- We have moved the deadline for new bookings, requests for changes and cancellations relating to the first half of the Spring term 2021 a week later than our usual scheduled date - the deadline is now 30/11/20 which is three weeks prior to the end of this current half term. If you wish to request changes for Spring 1 2021 after 30/11/20, our usual £25 administration fee will apply.

We will of course try to be as accommodating as we possibly can, but we do kindly remind parents that as always, we are obliged to comply with government guidelines and adhere to safe and viable ratios of staff:children. Working in bubbles puts extra pressure on our staffing levels and we cannot always be as flexible as we would wish. We appreciate your understanding as we all find a way to work through the requirements.

Should the Covid-19 situation and government guidance change again, our plans will be amended as appropriate.

If you have any queries, please email us at [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org)

Best wishes

Connections Team

---

---

**[Connections News Update, July 2020](#)**

Dear  
parents,

Thank you to those who responded to our Connections questionnaire. We have taken your responses and comments on board and we are forming plans for re-opening Connections in the autumn in line with government guidance.

To begin with in September, we will not be able to offer the same Connections provision as before lockdown. The details below outline our current intention for September, subject to change dependent upon Covid-19 developments.

**Our booked Connections Breakfast and After School Club sessions are planned to restart on 21/09/20. All parents wishing to book sessions are required to submit a Booking Request Form whether an existing customer or new.**

We are also aiming to provide After School Club sessions for existing Connections pupils in the first full two weeks of term.

### **First Two Weeks of Term – After School Club for Existing Connections Pupils only**

We plan to run After School Club only during the first full two weeks of the Autumn term. Children who were booked into After School Club for the first half of the Summer term 2020 may attend from 07/09/20 to 18/09/20. A Booking Request Form is not required for these two weeks - we will assume for now that your requirements are the same as they were in Summer 1 though you may make changes to these first two weeks at short notice without penalty. These sessions will be charged at our normal rate per session of £14 and charges will be added to your ParentPay account retrospectively. THIS FLEXIBILITY IS OFFERED FOR THE FIRST TWO WEEKS ONLY. Unfortunately we are not able to offer Breakfast Club in these two weeks nor are we able to offer After School Club places to additional children who were not booked into Connections for Summer 1 2020.

ALL PARENTS, WHETHER EXISTING CUSTOMERS OR NEW WILL BE REQUIRED TO SUBMIT A BOOKING REQUEST FORM FOR THE REMAINING HALF TERM.

Our usual terms and conditions will apply from 21/09/20.

### **Connections Plans for the first half of the Autumn term 2020 from 21/09/20**

Booked Breakfast and After School sessions will start on 21/09/20. Breakfast and After School Club will be restricted in the number of children we can accommodate and booking of Ad Hoc sessions will not be offered. Children will be accommodated in appropriate 'bubbles' which means siblings may be separated. Each child

attending will receive breakfast (Breakfast Club) or a pre-packed light snack (After School Club) and some communal activities will not be offered.

### **Booking for the first half of the Autumn term 2020**

Parents of **all children** wishing to attend Connections from 21/09/20, will be required to submit a fresh Booking Request Form, one per child, **whether a previous customer or new**. The electronic Booking Request Form will be available on both schools' Connections websites on 02/09/20 with a closing date of 08/09/20 and payment due by 15/09/20. Requests will be accommodated subject to availability within the appropriate bubble and in the following priority:-

1. Existing Connections customers who were booked for Summer 1 2020 (whether paid or not) and their siblings (including siblings who are starting school in September 2020)
2. Other booking requests, to be considered in order of our receipt of the Booking Request Form.

Please note – keeping children in bubbles creates additional restrictions on whether we can accommodate your request. For example, if you submit requests for siblings, we may have space for only one child, in which case we will contact you as to how you wish to proceed.

Successful bookings will be rolled over to subsequent half terms as per our terms and conditions.

### **Payment**

Full payment details will be included with your booking confirmation. Payment will continue to be via ParentPay, Childcare Vouchers and HMRC Tax Free Childcare. We will apply any credit you have with us from paid cancelled sessions from Spring 2 2020 and Summer 1 2020 to your ParentPay Parent Account. Breakfast Club is £6 and After School Club is £14 per session, with the half term from 21/09/20 to 22/10/20 to be paid in advance. The way your charges appear in your ParentPay account will look slightly different but, as before, children may not attend booked Connections sessions unless payment is cleared in advance.

Of course, should the Covid-19 situation and government guidance change between now and September, our plans will be amended as appropriate.

The health and safety of your children is paramount. The current situation does not allow us to offer Connections as we would wish, but we will endeavour to accommodate your requests if we can, within our capabilities and we will adjust our provision as soon as government guidance allows.

If you have any queries, please email us at [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org)

Best wishes

Connections Team

---

---

### **Connections News Update - May 2020**

Dear  
Parents,

We do hope you and your families are keeping well.

The current situation continues to bring uncertainty to us all which makes it impossible to ascertain and plan provision for childcare needs in the coming months.

Therefore, until some sort of normality resumes in school we are not accepting new bookings or requests for amendments to existing bookings.

Once Connections Club is in a position to re-open, we will endeavour to let you know by email and via this webpage. We strongly recommend that you keep checking this webpage from time to time for updates.

Be assured we will do our best to accommodate your childcare needs within our capacity.

Our previous news update below contains information on how we are dealing with your payments already received for sessions now cancelled.

If you have any queries, please email us at [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org)

Best wishes

Connections Team

---

---

### **Coombe Connections News Update - March 2020**

Connections Parents

We do hope you are all keeping well and are following the Government's guidelines.



In these unprecedented times, not surprisingly, we have no established protocol to deal with the situation in which we find ourselves.

However we now have a plan for crediting or refunding paid cancelled Connections sessions as follows:-

We will refund/credit cancelled Connections sessions for the two remaining weeks of the second half of the Spring term, from Monday 23/03/20 to Friday 03/04/20. If you had made payment towards next half term, the first half of the summer 2020, we will refund/credit your payment in the same way – see below

#### **Refunds and credit will be processed as follows:-**

- **If you paid by ParentPay**, Connections will carry forward the full value of your paid cancelled sessions as credit towards future Connections sessions **unless you contact us to request a refund**. Refunds will be via ParentPay to your original payment method. If you wish to request a refund, please contact us via this email address: [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org) giving us as much detail as you can so that we can identify the correct payment and amount.
- **If you paid by HMRC Tax Free Childcare, or by a Childcare Voucher scheme**, whether run by an external company or in-house, Connections will carry forward the full value of your paid cancelled sessions as credit towards future Connections sessions. For tax reasons, it is not possible to return your HMRC TFC or Vouchers directly to you as a refund.

The only exception to this will apply to children not returning to Connections, in which case we will offer to investigate whether we can make a return payment to your HMRC or Voucher account or we will apply your credit to a family sibling. Please note – we will not start to make these enquiries until we know the date we are to re-open and we can 100% establish the children who will not be returning to Connections – so please do not ask us to investigate a return payment until timescales become apparent.

If you are a keyworker and your child is still attending school and is staying for Connections After School sessions during the period of closure, there will be a small daily charge to be paid. Details will follow later and charges will be added to ParentPay or will be off-set against your Connections credit.

A reminder - We advise that you do NOT directly approach your credit card company or bank, under their guarantee, for a refund of your ParentPay payment – there is a £25 fee for doing this which will ultimately be charged to you.

Please be assured that we will process your credit or refund and that you will get the full value of your paid cancelled sessions as described above. What we don't know is how quickly it will be possible to action a refund request – ParentPay is inundated with requests currently and this is new territory to us all.

If you have any concerns or questions, please don't hesitate to contact us via email at [connectionsclub@chi.rbksch.org](mailto:connectionsclub@chi.rbksch.org)

Thank you

Connections Team

