



BREAKFAST AND AFTER SCHOOL CARE

If you wish to enquire about a booking for the second half of the Summer term 2023, please contact us by email at connectionsclub@chi.rbksch.org

Autumn first half Term 2023, Wed 06/09/23 to Fri 20/10/23 (7 weeks less Mon 04/09/23 and Tue 05/09/23)

**The following information is relevant for existing Coombe Hill Pupils only;
Parents of new Reception pupils please go to 'Booking and Payment – Autumn 1 2023 –
New Reception Pupils' on the Infants' School Connections webpage**

Bookings

We will roll over your existing booking from Summer 2 2023 to Autumn 1 2023, including Infants' Year 2 bookings to Juniors Year 3. Only submit a Booking Request Form if you wish to make a NEW 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 fulfil 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
27/06/23	Deadline to let us know of terminations or requests for changes to existing bookings
02/07/23	New Booking Request Form closes
04/07/23	Fees advised on ParentPay
09/07/23	All payments must have reached Connections by end of this date

Payment

Booking and payment is required in advance for the whole period (06/09/23 to 20/10/23). Please check your ParentPay balances after 04/07/23. Remember – a positive BLUE balance figure indicates a credit amount. A negative RED balance figure means payment is required and it must be received by the deadline shown above. Late payments will forfeit your child's attendance.

We need a minimum of five school days to process changes to your booking. These will be subject to availability and if requested after the deadline, will incur our £25 administration charge as described in our Terms and Conditions. Any credit arising from your amendment will be added to your ParentPay account for use towards future Connections fees. Refunds are not offered.

How Connections will operate for Autumn 1 2023

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

There is more information about Connections on the school website; in particular our FAQs may be helpful. We look forward to welcoming your child to our club.

Link to Booking Request Form: <https://forms.gle/eHQyUJL2Zq69srTQ8>