ST. THOMAS MORE'S
CATHOLIC PRIMARY SCHOOL & NURSERY
Headteacher: Mr. J Sendall
Hooks Lane, Havant, Hampshire, PO9 3DR
Telephone: (023) 9247 5909
e-mail: adminoffice@st-thomasmores.hants.sch.uk
Website: www.st-thomasmores.hants.sch.uk

Dear Parent/Carers July 2024

Tommy's Child Care - Breakfast and After School Care

We currently offer child care provision both before and after school. We are pleased to inform you that from September 2024 we will be offering a new extended after school care session until 6:00pm. This will be available for you to book in the usual way. New children are welcome to join us on a regular or casual basis. Below are the costs and booking procedures:

Breakfast Care	7:45 - 8:45 am	£5.00
	8:00 – 8:45 am	£4.00

We will require families to make a block booking for at least a term. Further bookings can be made thereafter, subject to availability, **by contacting Lucy Jackson by midday on the Friday before the booking is needed.** We stop serving breakfast at 8:15am therefore if you would like your child to have breakfast please arrive before 8:15am.

After School Care	3:15 - 4:30 pm	£6.00
	3:15 - 5:45 pm	£11.00
	3:15 - 6:00 pm	£12.00

We will require families to make a block booking for a term. Payments for this must be made in advance. Further bookings can be made thereafter, subject to availability, by contacting Lucy Jackson by midday on the Friday before the booking is needed.

Booking procedures

To ensure that every child has a place, we have a booking procedure for both the morning and evening care. Every family must make a block booking for each term. This can be for a very limited number of days and further bookings can be made thereafter, subject to availability. Please be advised that only block bookings can be guaranteed. It is therefore advisable to book as many dates as you can in advance.

Cancellation procedures

Bookings will be non-refundable and cancellations will be chargeable. Once the booking has been made, we will ensure we have the correct level of staffing to supervise the number of children attending the child care. This will mean that every child who needs a place will get a place.

Late collection procedures

Please be aware that there is a late collection charge of £10 if you are late to collect your child from the session.

Payments

In order to keep the costs down, all payments must be in advance. If you have not paid in advance of the session, your child will not be able to attend. Any accounts in arrears will result in the withdrawal of the place.

Parents are able to make online payments at https://www.scopay.com/st-thomasmores (to register please ask for a form at the school office).

Places for next term

To help us plan and allocate places for the next term it will be necessary for **all families to fill in the attached form.** On receipt of this form your child will be allocated a place in the child care sessions that you have indicated. Children who already attend child care will still have to submit a booking form for each term.

Ad Hoc Bookings

If the weekly pattern of your childcare changes, then the attached form may not accommodate your needs, therefore, you must send your required dates to the office in writing for the attention of **Lucy Jackson** or by e-mail, indicating the dates and session times you require. This will still be for a term in advance. e-mail**:** **tommys@st-thomasmores.hants.sch.uk**

Emergency contact number

Please take note of the emergency contact number for Tommy's Childcare: **07719 920 572**. Please use this for emergency situations only and not to make or cancel bookings. For all other contact, please email **tommys@st-thomasmores.hants.sch.uk**

I thank you for your understanding and hope that we can continue to help with your childcare needs.

Yours sincerely



Mr J Sendall
Head Teacher

GDPR PRIVACY STATEMENT

The personal data you provide on this form will be treated in accordance with UK Data Protection Legislation.

- Your data will only be used for the purposes of keeping children safe.
- Your data will be retained until December 2024
- The legal basis for use of this information is to protect the vital interests of your child, whilst they are in our care.
- Please see our website data protection page for further details: http://www.st-thomasmores.hants.sch.uk/gdpr-data-protection-your-privacy/
- If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioners Office at https://ico.org.uk/concerns/

Tommy's Child Care

Every family must make a new booking for each term. This enables your child to enjoy the extra-curricular activities which change each term/half term.

Please complete the form below and return it to the school office for the attention of Lucy Jackson by **Friday 19th July 2024.**

Child/children's name/s:_____

Bookings for September 2024 – December 2024					
	Breakfast Care 7:45 - 8:45	**Breakfast Care 8:00 - 8:45**	**After School Care 3:15 - 4:30pm**	**After School Care 3:15 - 5:45 pm**	**After School Care 3:15 – 6:00 pm**
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

If your needs change weekly, please send in an itemised list of the dates you require. As the session prices are below, please work out what your weekly/monthly or termly payments will be and make your **payments in advance.** This is to keep the admin costs down, consequently keeping the child care costs down.

NO CREDIT WILL BE GIVEN

Please take note that there will be two Breakfast Care sessions

Short = 8.00 to 8:45 @ £4.00

Long = 7:45 to 8.45 @ £5.00

There will also be three After School Care sessions:

Short = 3.15 before and up until 4.30 @ £6.00

Long = 3.15 before and up until 5.45 @ £11.00

Extended = 3.15 before and up until 6.00 @ £12.00

If your child attends an extra-curricular activity and then requires after school care, you will only be charged a short session.

I understand that this is a firm booking for next term and I will be charged if I make any cancellations.

Signed _____ Parent/Carer

E-mail_____

Telephone Number_____