

Urgent Notice - Reading & Carry on Café

System Change

Wednesday, 25th September 2019

Dear Parents/Carers,

We have had to make some changes to the systems we use to manage our extended services provision (Reading Café and Carry on Café), to enable us to offer more spaces to our children and provide more wrap around support for our parents. **Please read all the information below carefully, as many of our processes have changed.**

SCOPAY Booking System - 5 Days Notice Period for Bookings

From **Tuesday, 1st October 2019 at 12noon**, there will be an important change applied to our electronic booking system. Currently, all bookings for Reading and Carry on Café need to be made **at least 2 days in advance**. However, from Tuesday 1st October 2019 at 12noon, all children must be signed up for Reading or Carry on Café **at least 5 days in advance** of any sessions they attend. This will enable us to timetable staff accordingly and provide more spaces in our extended services provision.

This means that the cutoff point to book your child into Reading or Carry on Café for a Monday session would be 11:59pm on the Tuesday night of the week before. Our ratios of adults to children **must** be done in advance for timetabling and this requires us to have prior notice of the numbers of children attending each day.

Please ensure that you book any Reading or Carry on Café sessions you require for Friday, 4th October 2019 in advance of Tuesday, 1st October at 12noon, as after that date and time you will only be able to book sessions for Monday, 7th October 2019 and beyond.

Please also read our revised systems for the running of each club.

Reading Cafe

- Reading Cafe begins at **8:00am** and finishes at 8:55am when children are dropped off to classes by Reading Cafe staff.
- **You must accompany your child to the hall to sign them in for each session.** Children are not allowed to sign themselves in (except children authorised to walk to school alone in years 5 & 6).
- Any child not on the register list will not be accepted into Reading Cafe by staff on duty. As a result we urge you to check that your child has successfully been booked into the required sessions **in advance**, as we will not be able to compromise our ratios by accommodating them.

Carry on Cafe

- Carry on Cafe begins at 3:15pm and **finishes at 5:50pm**, when children will be brought to the main office for collection.
- Children **must be collected before 6:00pm** or a fine will be issued (see below)
- Any child not on the register list will not be accepted into Carry on Cafe by staff on duty. As a result we urge you to check that your child has successfully been booked into the required sessions **in advance**, as we will not be able to compromise our ratios by accommodating them.
- The school gate will be locked from 4:15pm, so if you need to collect your child early from Carry on Cafe you must contact the Carry on Cafe staff on the mobile number; **07484062837**. They will unlock the gate for you to be able to collect your child.

Late Collection Fines

Any collections for Carry on Cafe past 6:00pm will incur a fine of £10 per 10 minutes or part thereof, without exception. You will be notified of any fines at the time of collection by a member of school staff. Any fines issued will be added to a parent/carers SCOPAY account, which means the fine will need to be paid before any future sessions can be booked. In addition, persistent late collections may result in the school contacting social services.

If you have any questions or would like further information, please contact the administration team at the school office.

Kind regards,

Mrs. K Daly
Deputy Headteacher & Extended Services Manager