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King's Academy College Park

A King's Group Academy

Headteacher: Mrs R Carlyle

Dear Parents and Carers,

We will be continuing with our online booking system for our Kid's Club next academic year.

Bookings are to be made through ScoPay, our current online payment system. Bookings will open once a month, in advance and can only be made if the account has enough credit to cover the bookings. This will allow Kid's Club to manage registers and staffing effectively and efficiently.

Payment options

Option 1 – Online using ScoPay

Option 2 - Child care vouchers/Government childcare account

Payments made this way will be updated on the Thursday before Online Bookings open. To ensure we receive the payment in time you will need to request funds to be sent at least three full working days prior to this. The dates for these payments to reach us are detailed in the table below.

Booking your place

The online booking system will be open 5 days at the end of each month unless this falls within a School holiday. In this instance, bookings will open 5 days before the holiday.

This is the only period of time in which you will be able to book for the following month. The school will no longer manually book any sessions or make any last minute amendments or cancellations; we will only book an extra session if it is for a one-off unavoidable emergency.

Our morning sessions are also becoming increasingly popular and are bookable on a first come first serve basis. Please try to book as early as possible to avoid disappointment.

If you have any issues with ScoPay or booking your child in, it's important that you let us know as soon as booking opens so we can help to rectify any problems. Please contact the school by phone, 02392663645 or email kids.club@kingsacademies.uk.

Please see the booking table on the next page.

| For the Month | 'Online Bookings' Open 9am | 'Online Bookings' Close 4pm | Voucher / Government payments cleared by |
|----------------------|-----------------------------------|------------------------------------|-------------------------------------------------|
| September | Monday 18th July | Friday 22nd July | Thursday 14th July |
| September | Thursday 1st September | Tuesday 6th September | Thursday 1st September |
| October | Monday 26th September | Friday 30th September | Thursday 22nd September |
| November | Monday 17th October | Friday 21st October | Thursday 13th October |
| December | Thursday 24th November | Wednesday 30th November | Thursday 17th November |
| January | Monday 12th December | Friday 16th December | Thursday 8th December |
| February | Wednesday 25th January | Tuesday 31st January | Thursday 19th January |
| March | Wednesday 22nd February | Tuesday 28th February | Thursday 9th February |
| April | Monday 27th March | Friday 31st March | Thursday 23rd March |
| May | Monday 24th April | Friday 28th April | Thursday 20th April |
| June | Monday 22nd May | Friday 26th May | Thursday 18th May |
| July | Monday 26th June | Friday 30th June | Thursday 22nd June |
| September | Monday 17th July | Friday 21st July | Thursday 13th July |

A guide on how to book your spaces can be found here;

<https://scopay.atlassian.net/wiki/spaces/SCOPAY/pages/93421569/Guides+for+Parents>

Best wishes



Mrs Carlyle
Headteacher