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King's Academy College Park

A King's Group Academy

Headteacher: Mrs R Carlyle

Friday 30th June 2023

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 - Childcare 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 for 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. You must ensure you book all sessions you require within this time. The school will not manually book any sessions or make any last minute amendments or cancellations; we will only book an extra session for you if it is a one-off unavoidable emergency.

Late bookings

From September, one-off bookings outside of the scheduled online booking times will incur an additional charge of £5 per session.

Our morning sessions are becoming increasingly popular and are bookable on a first come first serve basis. Please try to book as early as possible within the booking window 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.

For the Month	'Online Bookings' Open 9am	'Online Bookings' Close 3.30pm	Voucher / Government payments cleared by
September	Monday 17th July	Thursday 20th July	Thursday 13th July
September	Monday 4th September	Friday 8th September	Thursday 31st August
October	Wednesday 27th September	Tuesday 3rd October	Thursday 21st September
November	Tuesday 31st October	Friday 3rd November	Monday 30th October
December	Wednesday 29th November	Tuesday 5th December	Thursday 23rd November
January	Thursday 14th December	Wednesday 20th December	Thursday 7th December
February	Monday 29th January	Friday 2nd February	Thursday 25th January
March	Wednesday 28th February	Tuesday 5th March	Thursday 22nd February
April	Monday 25th March	Thursday 28th March	Thursday 21st March
May	Monday 29th April	Friday 3rd May	Thursday 25th April
June	Monday 20th May	Friday 24th May	Thursday 16th May
July	Wednesday 26th June	Tuesday 2nd July	Thursday 20th June
September	Wednesday 17th July	Tuesday 23rd July	Thursday 11th 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