

Thursday 17 July 2025

Dear Parents/Carers

Breakfast and Afterschool Club Bookings for 2025/26

We will be opening our Breakfast Club and Afterschool Club Ad hoc bookings system on **Tuesday 22 July 2025. Breakfast Club will open at 10.00am and Afterschool Club will open at 10.30am.**
<https://standrewscephprimaryschool.kidsclubhq.co.uk/cust#/register>

Guidance on placing your Kids Club HQ booking

Breakfast Club

- Open from 7:30am
- £5.22 per child
- Available to children from Nursery – Year 6

Afterschool Club

- Open until 6.00pm
- £8.35 per child until 5.30pm or £10.35 per child until 6.00pm
- Available to children from Reception – Year 6

When a booking is made you will be required to select from 3 payment options:

- **Direct Debit** – Parents are initially required to set up a GoCardless mandate. This will allow you to make direct debit payments for your bookings, from your bank account. This is not a rolling, monthly direct debit. You must log in to your account and authorise a payment on each occasion that an amount is due. Once you have made a payment, it will take up to 5 days for the amount to leave your bank account. Payment must be made before your booking is confirmed.
- **Childcare Vouchers** – please select the 'Childcare Voucher' provider you intend to use and arrange your childcare voucher payment asap. Please make your bookings as normal and the payment will be manually added to your account once the amount has been received into our bank account. **Please contact the School Office to advise in advance if you are using this payment method so we can agree when the vouchers will be received.**
- **Account Credit** - If you have a credit balance on your Kids Club HQ account and the credit is the same or more than the amount due, you will get a payment option of 'Account Credit' which you can use to make payment. If the credit is less, this amount will automatically be taken from the booking total.

If you wish to pay using Tax free Childcare you will need to make the payment and wait for it to be added onto your account (we will check for payments every week day) **before** making the booking. You would then use the account credit option.

Tax-Free Childcare Vouchers

- Full details and the link to apply are available via the website: <https://www.childcarechoices.gov.uk/>
- Families with children aged 0-11 (and 0-16 if disabled)
- For every £8 you pay into an online account, the government will add an extra £2, up to £2,000 per child per year.

Terms & Conditions of booking

Before booking, please read through our Admissions and Charging Policy for Breakfast & Afterschool Club which are available on the school website.

- Bookings will be taken on a first come, first served basis. Both our Breakfast and Afterschool Clubs are popular, and sessions may become fully booked. If you require regular sessions throughout the year, we encourage you to book asap to avoid disappointment.
- If the Breakfast or Afterschool Club session is already fully booked on a particular day, the system will not take your booking.
- Bookings can be made on Kids Club HQ up to 24 hours prior to the session. If a booking is required on the day of the session, please contact the School Office to check availability.
- Please ensure that you have agreed to the Terms and Conditions. You will receive an automated e-mail to confirm your booking. **If you have not received such an email your booking will not have been successful, likely because you have not agreed to the terms and conditions.**
- Once you have placed your booking, we are unable to refund sessions, except in exceptional circumstances. Cancellation requests should be made in writing to enquiries@st-andrews-woodhall.lincs.sch.uk
- If your account has an outstanding balance, you will not be permitted to book any further sessions until this is cleared. You will be notified in advance, in writing.

You can check your Breakfast and Afterschool Club bookings and any charges due at any time, when you log into your Kids Club HQ account.

If you have any queries regarding your Breakfast or Afterschool Club bookings please contact the School Office via email: enquiries@st-andrews-woodhall.lincs.sch.uk

Kind regards
The School Office