

Friday 15th November 2024

Dear Parents / Carers,

Club Bookings - Spring Term

On Wednesday 20th November the club bookings for Spring term (January 2025 –April 2025) will go live at 6pm.

As before, when you enrol in a club you will be signing up for the whole term. This enables us to ensure we have the correct child to adult ratios and also allows certainty for parents that they have got the clubs that they need for a whole term. Even though the system allows it, you are not able to book different club options for different weeks. For example, if you book Multisports, this will be your child’s club for the whole term; you would not be able to choose Multisports for one week and then Target Games for another week. **The booking for must be for the same club for the whole term.**

No changes can be made once the booking has been made. You are committing to pay for the whole term. If payment is not received you will be unable to book on to clubs in the future and will have the outstanding balance to pay on MCAS. Please ensure you read all of the instructions below. As per our current clubs agreement, all clubs will need to be paid for before February half term unless you have an agreement to pay monthly or via childcare vouchers. You will also not be able to book on to clubs if your current balance is not cleared (unless you have an agreement with Mrs Cole due to paying weekly/monthly etc).

The charges and timings for our clubs for academic year 24/25 are as follows.

- 07:30-08:35 Breakfast club £6.00
- 15:10/15:20 -16:20 Enrichment Club £4.00
- 16:20 – 17:45 Care Club £7.00

Enrichment clubs available are as follows:

Spring Term 2024/2025 After School Clubs					
	Monday	Tuesday	Wednesday	Thursday	Friday
EYFS and KS1	Football	Multi sports	Gymnastics	Dodgeball	Football
	Junk modelling	Time travel	Team games	Around the world	Puppet/ Mask making
	Construction Club	Target games	Safari crafts	Striking and fielding	
KS2	Dodgeball	Double football	Netball	Double Football	Multisports
	Around the world		Board games and puzzles		Pokémon club
	Bollywood dancing and Indian drawing patterns	The Book Nook (Book/Film club)	Cross stitch sewing	Choir/Singing Club	
EYFS - Y6	Choice Club	Choice Club	Choice Club	Choice Club	Choice Club

Rugby Free Primary School

A: Bailey Road, Central Park, Rugby, England, CV23 0PD
 E: office@rugbyfreeprimary.co.uk
 W: www.rugbyfreeprimary.co.uk
 T: 01788 222088



How to book

To book you will need to go to the 'Wraparound' section of MCAS which can be found on the lefthand side of the dashboard. You will then see the wraparound options that are available.

Available Wraparound Care Clubs <small>(click or tap a club to view more details and sign up)</small>							<input type="checkbox"/> Hide fully booked events
Wraparound Care Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	
Breakfast Club Autumn Term 24	Mr B Sheehan	04/09/2024	Everyday	07:30	60	£6.00	<input type="button" value="Enrol"/>
Care Club Autumn 24	Mr B Sheehan	04/09/2024	Everyday	16:20	85	£7.00	<input type="button" value="Enrol"/>
Monday Choice Club Autumn Term 24	Mr B Sheehan	16/09/2024	Mon	15:20	60	£4.00	<input type="button" value="Enrol"/>

You will then need to enrol for that club.

Once enrolled you need to click onto the line where it says, 'awaiting confirmation', then you will go to a page where you select the day/club required. You will need to do this for each club that is required. If a club is full, you will not be able to book it. Our enrichment clubs are limited to 20 pupils, or 40 for double football.

Wraparound Care Club Name	Teacher	Next Booked Session	Start Time	Room
Breakfast Club Autumn Term 24	Mr B Sheehan	Awaiting Confirmation	07:30	DEFAULT

Type: Club **Main Teacher:** Mr B Sheehan

Club Name: Breakfast Club Autumn Term 24

Description: Breakfast Club Autumn Term 24

Next Session: Wed 04/09

Start Time: 07:30

Session Length: 60 mins **Cost Per Session:** £6.00


Sessions: Spaces Available Session Full Enrolled/Booked Sessions Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Proceed', your child will be enrolled into all the sessions you have chosen.

◀ Previous Next ▶

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
02/09			✓	✓	✓
09/09		✓	✓	✓	✓
16/09	✓	✓	✓	✓	✓
23/09	✓	✓	✓	✓	✓
30/09	✓	✓	✓	✓	✓
07/10	✓	✓	✓	✓	✓

You need to do this for the whole term by selecting next and then selecting the sessions for each week. Once you have done this you will need to press proceed.



Confirmation

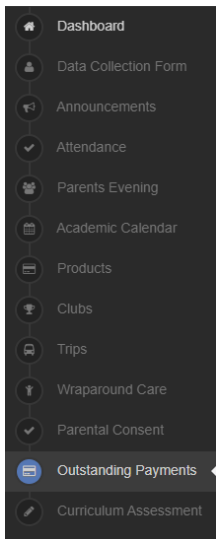
You are about to enrol your child into 6 sessions.

This will create a balance of £36.00, which you can view in the Outstanding Payments page.

Press Proceed to continue, or Cancel to return to the selection screen.

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
02/09			✓	✓	✓
09/09		✓	✓	✓	✓
16/09	✓	✓	✓	✓	✓
23/09	✓	✓	✓	✓	✓
30/09	✓	✓	✓	✓	✓
07/10	✓	✓	✓	✓	✓

Then go to your outstanding payments on the lefthand side of the dashboard, here you will see all outstanding payments.

A screenshot of a web page titled 'Outstanding Payments' with a breadcrumb trail 'YOU ARE HERE: Dashboard'. Below the title is a table with the heading 'Outstanding Balances'. The table has five columns: Club Name, Number of Sessions, Total Price, Payment Received, and Balance. There is one row of data for 'Breakfast Club Autumn Term 24' with values 6, £36.00, £0.00, and -£36.00.

Club Name	Number of Sessions	Total Price	Payment Received	Balance
Breakfast Club Autumn Term 24	6	£36.00	£0.00	-£36.00

Click 'Add to Basket'. Once in your basket you are then able to make payment using a debit card. If you pay by **childcare vouchers**, you are still able to do this in the same way as before. These vouchers will be added to your account manually by the admin office once they have cleared into our bank account.

Clubs for Spring term 2025 will be able to be booked from 6pm on Wednesday 20th November. You will not be able to do this before this date and time.

For all parents - Please also see our Before and After School club policy on our website for terms and conditions e.g. behaviour of pupils must be safe and appropriate for clubs and parents will incur charges for late collections.

There may be occasions when you will need to book ad hoc clubs, however you are only able to book these if there is space on the day. These need to be booked via the school office ideally 24 hours in advance.

If you are having problems with the system, please email us on office@rugbyfreeprimary.co.uk and we will do our best to support you. Please be patient as we may get quite a few emails and will try to sort out/reply systematically.

Kind regards,

Charlotte Cole
Operations Manager