



Elizabeth Woods

Headteacher

Trinity Oaks C of E School

Brookfield Drive

Horley

RH6 9NS

E:office@trinityoaks.surrey.sch.uk

Thursday 12th October 2023

Dear parents and carers,

Many thanks to all parents who took the time to complete the survey about after-school provision. Your feedback was very useful. Although there was some interest in offering a shorter session until 4pm, there was not enough interest to make this a viable option currently. However, this is something we will continue to monitor and may introduce in the future, if there is sufficient demand.

Therefore, we will offer one after-school session until 6pm at a cost of £13.50 per child. The prices for Breakfast Club were reviewed at the start of the academic year and are £6 for one child, but a reduced sibling price of £5 for a second child.

We are using a booking system called Tucasi (Scopay) to enable you to book sessions for both Breakfast and After-School Club online. This will go live on Monday 16th October, but the first session you can book will be **Monday 30th October 2023**. Camp Glide is still running next week for after-school provision and you can email admin@trinityoaks.surrey.sch.uk for any breakfast club bookings you need for next week (Monday 16th – Friday 20th October inclusive).

In order to access the new booking system, **you must register**. Any children already registered for Treetops Breakfast Club will automatically be registered for Treetops after-school club and will have access to the booking system. Any parents who have not previously registered their children for Treetops Breakfast Club will need to complete a registration form. There is no cost to register and no obligation to use Treetops. You can book regular sessions, or on a very occasional basis. However, **the booking system is only available to those children for whom we have a completed form**. As the system is going live on Monday, if you complete the registration form by 9am on Monday 16th October, you will be able to use the system when it goes live.

You can send back a registration form at any time (either in person to the school office or by emailing admin@trinityoaks.surrey.sch.uk). However, the manual input required means this is not an instant process. If you wish to use the booking system over half term, we need to receive your form by **12pm on Wednesday 18th October**. If your form is received after this date, you may not have access to the system until after half term.

More information about how to use Tucasi will be sent to those parents who have registered next week. We plan to cater for last-minute emergencies and allow booking of breakfast club sessions up until midnight the night before. After-school sessions will be available to book until 2pm that day. Please note that there are maximum numbers and once a session is full, no further bookings can be added. This is to ensure that adult:child ratios are not exceeded and we can provide the best care for your children.

You will need to put a credit on your account to order sessions. If you later realise that you do not need a session, you will not receive a refund, but could move the session to a different date. If your child simply does not attend, there will not be a refund, as that place was not available for another child. We are trying to give parents as much flexibility as possible, as that was important to so many parents, based on the feedback received.

Further information about the activities planned and menu will be sent out next week. In the meantime, any questions can be emailed to admin@trinityoaks.surrey.sch.uk

Kind regards,
Tamzin Marsh
School Business Manager