

## Breakfast Club and After School Club Booking and Payment Information Sheet

<b>Breakfast and After School Club</b>	This information sheet provides details of how to use SCOPAY for breakfast and after school club bookings and payments. Details about the Clubs can be found on the school website.								
<b>How do I access the SCOPAY system?</b>	SCOPAY can be accessed on the internet <a href="http://www.scopay.com">www.scopay.com</a> There is also a SCOPAY mobile app. Access letters with instructions on how to register and the SCOPAY system are provided by the office to all school parents and carers. Contact the office if you do not have the letter or need it resent. All parents and carers can have individual access. You will need individual link-codes for this. Contact the office if you need a new code.								
<b>How do I book a session?</b>	Once you are logged into the system, select Breakfast Club or After School Club as you need, click the 'order sessions' button to select and book a session for a specific day.								
<b>When is breakfast club?</b>	Breakfast Club starts at 7:30 am. The cost includes a breakfast of cereal, toast, fruit and yogurt, which is served until 8:00 am.								
<b>What are the sessions for after school club?</b>	There are three types of session: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">ASC - Long</td> <td>15:10 – 18:00 includes drinks and snack.</td> </tr> <tr> <td>ASC - Short</td> <td>15:10 – 16:30 includes drinks.</td> </tr> <tr> <td>ASC - Club</td> <td>16:10 – 18:00 after a Club. Includes drinks and snacks.</td> </tr> </table> <p>If you book a short session, but your child stays after 16:15 then you will be charged for a long session.</p>	ASC - Long	15:10 – 18:00 includes drinks and snack.	ASC - Short	15:10 – 16:30 includes drinks.	ASC - Club	16:10 – 18:00 after a Club. Includes drinks and snacks.		
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ASC - Club	16:10 – 18:00 after a Club. Includes drinks and snacks.								
<b>How do I get help with the system?</b>	There are lots of useful help guides and FAQs on the system. Once you are logged in click on HELP at the top of the page.								
<b>When can I order?</b>	Sessions can be booked anytime up to midnight 2 days before the session is required. They can be booked individually or in a block. Bookings are open for a half term. Bookings for the next half term will be opened 2 weeks before the half term or end of term holiday.								
<b>How do I cancel a session?</b>	Sessions can be cancelled up to midnight 2 days before. A refund will be made to your SCOPAY account.								
<b>What if my child is absent?</b>	If a session has been booked, but your child is sick or has an authorised absence, the session will be cancelled by the office and the cost refunded to your SCOPAY account. If your child has an unauthorised absence from school you need to cancel the session before midnight 2 days before to receive a refund onto your SCOPAY account. Sessions cannot be cancelled on the day or day before.								
<b>When do I pay?</b>	Payment for each half term should be made by the end of the half term and before booking any sessions in the next half term.								
<b>How do I pay?</b>	Payment is made on the system with a debit or credit card. We are no longer accepting cash in school. Please contact the office if this causes any difficulties.								
<b>How much is it?</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Breakfast Club</td> <td>£4</td> </tr> <tr> <td>ASC - Long</td> <td>£12</td> </tr> <tr> <td>ASC - Short</td> <td>£5</td> </tr> <tr> <td>ASC - Club</td> <td>£8</td> </tr> </table>	Breakfast Club	£4	ASC - Long	£12	ASC - Short	£5	ASC - Club	£8
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<b>What if I forget to order a session or need an emergency?</b>	We need session booked on the system, but if you forget or have an emergency, please call the school office to arrange a session for that day.
<b>Questions?</b>	Contact the office. <a href="mailto:Office.2513@badgemore.oxon.sch.uk">Office.2513@badgemore.oxon.sch.uk</a> 01491 575665