



Dear Parents/Carers,

10th September 2021

Hedgerows After School Care

I hope that your child has enjoyed their first few days at Barrow Hedges – we have certainly enjoyed welcoming them to Reception.

I am writing to provide you with information about our after school care, Hedgerows, in case any parent needs to book a place for their child.

Staffed by existing members of Barrow Hedges staff, 'Hedgerows' is open to all Reception to Year 6 children. Although Year 1 to Year 6 children are currently attending, we do not open to Reception children until Monday 4th October. The reason for this is that we like to ensure that Reception children are well settled in school, and the days are long enough for them as they are first starting school.

Hedgerows runs from 3.10 – 5pm, term time only, in the Infant Area (adjacent to the Year 1 and 2 classrooms). The daily cost will be £7.50 per child, which includes fruit juice/milk and a healthy snack. There is no contingency for collection beyond 5pm – further explanation of this will be provided in our Agreement Form.

Hedgerows has capacity for up to 30 children and parents/carers may choose to send their child(ren) to the club on any number of days, subject to availability and pre-booking. Children will participate in activities such as board games, puzzles, colouring and, weather permitting, some outdoor games in the Infant playground. Collection will be via the external door by Nursery/Woodpecker/Kingfisher classrooms, accessible via the Harbury Road entrance.

Bookings and payments for attendance at Hedgerows are now live on ParentPay. You will be receiving activation emails for ParentPay today - these will go directly to your personal email accounts and will come from ParentPay. Bookings for Hedgerows will only be available in conjunction with payment and can be made for the half term or on a day by day basis. Booking for same day provision closes at 2pm on each day. **ALL BOOKINGS ARE NON-REFUNDABLE.**



**Quality Mark
EARLY YEARS**

Harbury Road Carshalton Surrey SM5 4LA
Telephone 020 8643 4428
office@barrowhedges.com

**Pupil Premium
Awards 2016
Local Winner**
Primary schools with published KS2 results



**Quality
Mark for
History
Silver
Award
2019**

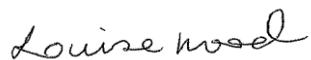


Once you have made a booking, no further confirmation of your child's place will be sent, therefore your booking is confirmed once payment has been made. Please find below further details on how to book a place.

When your child first attends Hedgerows, we will provide you with an Agreement Form which needs to be completed.

If you have any further questions about this wrap around provision then do not hesitate to contact the school office via office@barrowhedges.com

Yours sincerely,



Louise Wood
Headteacher



Hedgerows After School Care: Booking process

Hedgerows After School Care is £7.50 per session, please ensure you book your place in advance via Parentpay.

Please log in to ParentPay and select your child's account icon. On the left-hand side click on the + sign next to 'bookings' then select 'make or view bookings'. Select the week commencing required and click on 'make or view bookings' where individual days can then be selected. Select days required (day will turn green when selected) and then click 'confirm booking' at the bottom of the screen which will then add the charge to your basket for payment to be made. Please note the cut off for bookings is 2pm. You can book in advance to secure your place and your booking will stand, so long as you pay for each session before the session begins.

If you make a mistake and wish to cancel the booking select 'clear day'.

The screenshot shows the ParentPay interface for managing bookings. The left sidebar has a 'Bookings' section with a 'Make or view bookings' link selected. The main area displays a weekly calendar for 'Week commencing 16th Sep 2019'. The days are color-coded: Monday (blue), Tuesday (light blue), Wednesday (green), Thursday (light blue), and Friday (blue). Each day has a 'Book a Session' button. Below the calendar, there are summary statistics: 'Bookings added' (2), 'Bookings cancelled' (0), 'Cost of new bookings' (£15.00), and 'Payment due' (£15.00). At the bottom right, there is a large blue 'Confirm bookings' button.

If you wish to pay for a booking you have made but have not paid for, please select 'unpaid bookings' from the left-hand side menu to be taken to the payment area. Please note bookings must be paid for before attendance at the session.

If you wish to cancel a booking previously made, please go to the 'make or view bookings' section – select the week commencing of the booking and then select 'clear day' for the relevant day you wish to cancel and then select confirm at the bottom of the page. If you have already paid for this your payment will be allocated to the next session you book.

If you have any queries please contact finance@barrowhedges.com. Alternatively you can ring the school office and press option 2 for finance. We look forward to welcoming your child to Hedgerows.