



OCKLYNGE JUNIOR SCHOOL

Headteacher: Jon Reynard, Deputy Headteacher: Sandra Denton
Victoria Drive ● Eastbourne ● East Sussex ● BN20 8XN. Telephone: 01323725839
www.ocklynge.e-sussex.sch.uk



South Downs Learning Trust



Booking Form for January - March 2019 (Terms 3 and 4) Ofsted Number 114462

Mobile Number (when club open) 07525 799480

Please fill in the booking form to secure places at club for your children. You can book in for the entire terms or for what you need now. If you require additional days just collect another form from club or the school office. Last minute emergency requirements can always be phoned through on one of the numbers shown below. The school office are made aware weekly of days with spaces at club, and days we are full, so last minute booking can be made by contacting them if I'm not in, or club phone is off.

Fees and payment:

The cost of the After School Club is £9.00 for a full session up to 6pm or £6 if your child attends another school activity club. This includes a light snack (not an evening meal).

We will invoice in advance for all bookings on a monthly basis, payment is to be made in advance of the child care provision, either weekly or monthly and can be made by cash, cheque, BACS or by Childcare vouchers. We will also be looking to introduce Parentpay in the near future. Please make cheques payable to Ocklynge School and quote the Invoice number when making all payments. If you are having difficulties making payments please talk to us.

Cancellation:

Once booked if your child/children do not attend (for any reason) you will still be charged for the session. Unfortunately this means that if your child is ill on the day and unable to come, we still have to charge you. We will only issue credits for future bookings when we are advised of cancellations at least 24 hours prior to any booked sessions.

If for any reason your child/children cannot attend club on the day, PLEASE CONTACT CLUB SO WE KNOW NOT TO EXPECT THEM! We are legally responsible for anyone on our register and must account for their whereabouts.

Lisa Boniface
After School Club Manager

If you have any questions please phone Lisa Boniface on 07525 799480 or the school office on 01323 725839.

E-mail : afterschool@ocklynge.e-sussex.sch.uk

Booking forms can be returned directly to After School Club (3pm-6pm), or the school office.



Booking Form January - March 2019 (Terms 3 & 4)

| Childs Name | Class | | Age |
|-------------|-------|--|-----|
| | | | |
| | | | |

January

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|----------|-----------|----------|----------|
| 07/01/18 | 08/01/18 | 09/01/18 | 10/01/18 | 11/01/18 |
| 14/01/18 | 15/01/18 | 16/01/18 | 17/01/18 | 18/01/18 |
| 21/01/18 | 22/01/18 | 23/01/18 | 24/01/18 | 25/01/18 |
| 28/01/18 | 29/01/18 | 30/01/18 | 31/01/18 | |

February

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|-------------|-------------|-------------|-------------|
| | | | | 01/02/18 |
| 04/02/18 | 05/02/18 | 06/02/18 | 07/02/18 | 08/02/18 |
| 11/02/18 | 12/02/18 | 13/02/18 | 14/02/18 | 15/02/18 |
| 18/02/18 HT | 19/02/18 HT | 20/02/18 HT | 21/02/18 HT | 22/02/18 HT |
| 25/02/18 | 26/02/18 | 27/02/18 | 28/02/18 | |

March

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|----------|-----------|----------|----------|
| | | | | 01/03/18 |
| 04/03/18 | 05/03/18 | 06/03/18 | 07/03/18 | 08/03/18 |
| 11/03/18 | 12/02/18 | 13/03/18 | 14/03/18 | 15/03/18 |
| 18/03/18 | 19/02/18 | 20/03/18 | 21/03/18 | 22/03/18 |
| 25/03/18 | 26/03/18 | 27/03/18 | 28/03/18 | 29/03/18 |

April

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|----------|-----------|----------|----------|
| 01/04/18 | 02/04/18 | 03/04/18 | 04/04/18 | 05/04/18 |

Office Use Only

| Payment | Date | Invoice No | Receipt |
|---------|------|------------|---------|
| Cash | | | |
| Cheque | | | |
| Voucher | | | |
| BACS | | | |