

Runnymede St Edward's Catholic Primary School

Inspire, challenge and support through faith

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Head Teacher: Miss K Peaston



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10th July 2026

Dear Parents/Guardians,

Please find the attached booking form for Breakfast Club and Aftercare for Autumn Term 2026. Please be advised that bookings are only confirmed when your invoice is evident on Arbor. As we will have 502 children enrolled in school from 1st September 2026, booking a place does not automatically ensure an allocated place in Wraparound Care. Historical debt management will be considered when allocating places. Please also note that we have limited places to these over subscribed clubs.

Please be advised that bookings **will not be accepted** unless **all** outstanding payments have been made on Arbor and there is **zero debt on your account**. The deadline for submission of this form is **16th July 2026**. Children will not be admitted to the clubs without a valid booking as we staff our clubs according to confirmed bookings.

Booking Terms and Conditions

1. Zero debt for Meals and Breakfast Club/Aftercare on your Arbor account for ALL children prior to booking.
2. Agreement to pay the balance of this booking by 30th September 2026 or your child/ren's place will be withdrawn and offered to children on the waiting list. Payments must be made promptly to ensure the sustainability of the service.
3. Fees should be paid either via Arbor, childcare vouchers or bank transfer.
4. None payment of fees will result in a loss of your child/ren's place.
5. Booked places are charged places. If your child is absent from school (including illness) no refunds will be made as our running costs remain the same, and therefore all charges must remain the same as school do not have the funds to cover this non statutory curriculum expenditure. This also includes closure of the facility due to weather conditions or incidents beyond our control.
6. If any changes are made to the booking, you must provide 6 weeks notice.

Please note that we will no longer be accepting Adhoc bookings due to the demand for places.

If you have any queries regarding the above, please contact Mrs Riley at sbm@runnymede-school.org.uk

Kind Regards,

Mrs Riley
School Business Manager

