

Stanbury Village School

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Out of School Club – Guidance and Timescale – January 2026 onwards

Friday 28th November 2025

Dear Parents and Carers,

Following on from our letter in October regarding the Out of School Club moving to a new booking model from January, where Parents/Carers will be required to pay upfront to secure a place, we are now in a position to share further guidance and expectations for families.

Over the past few months, we have been working closely with ParentPay to ensure that our systems are set up correctly and ready for the rollout of this new approach. We have carefully considered how this process will work in practice and we are finally now in a position to share more information.

From now on, all bookings must be made online via the ParentPay website or app. Paper booking forms will no longer be accepted. Through ParentPay, you will be able to view available sessions and see how many spaces remain. A booking will only be secured once payment has been made in full.

Please be assured, we will still be able to accept Childcare Vouchers and will share more information on how this will work next week.

As with any new system, we anticipate there may be some teething problems in the early stages. We kindly ask for your patience and understanding while everyone adjusts to the new process. If you encounter any issues, please bring them to our attention promptly so that we can work to resolve them as quickly as possible.

Please see the guidance below on how to book a place at Out of School Club.

We will send a letter next week giving you notice of when the platform will go live for you to book places in Out of School Club. We anticipate at this moment in time this will be Wednesday or Thursday next week.

Thank you for your continued support and cooperation.

Kind regards,

Mr A Robinson Headteacher



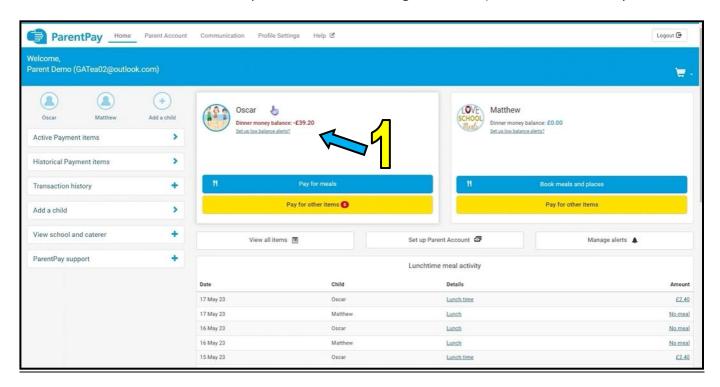






How to book a place at Breakfast Club or After School Club

1. Login into Parent Pay and you will then need to **click on the child** you would like to book into Out of School Club (click the circle image next to your child's name).



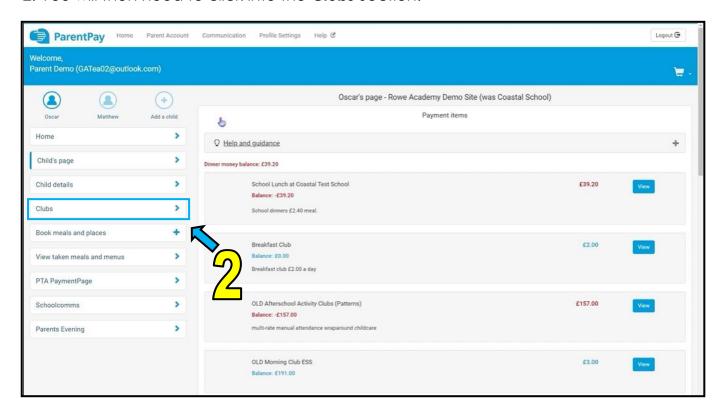








2. You will then need to click into the Clubs Section.



3. Select the club you wish to book onto and choose '**View**'. This will then display a calendar overview of the dates the club is running and how many spaces are currently left at Out of School Club.

May 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Available 13 places left Click to select	19 Available 16 places left Click to select	20	21
22 Available 16 places left Click to select	23 Available 20 places left Click to select	24 Available 20 places left Click to select	25 Available 15 places left Click to select	26 Available 18 places left Click to select	27	28
29 Available 20 places left Click to select	30 Available 20 places left Click to select	31 Available 20 places left Click to select				









4. Choose the dates you would like to book and continue until you have selected all of the dates you wish to book.

Then in the bottom right corner there is a 'Book Selected Sessions' option to click. This will then take you to a payment page to secure your bookings.

