



Care, Grow and Flourish in
God's Loving Hands.

St Mary's C of E Primary School

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Thursday 19th June 2025

Dear parents and carers,

As you know we have been working very hard to develop after school provision to support parents who require child care after school. From September, The Grove will be available to pupils at St. Mary's.

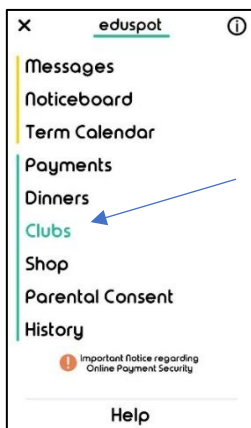
We have already shared [lots of information](#) with you about what will happen at the club and who will be running it.

Now that we have finalised our new Reception cohort, we are able to share additional information with you about how to book, in addition to some wider information about the terms and conditions of The Grove.

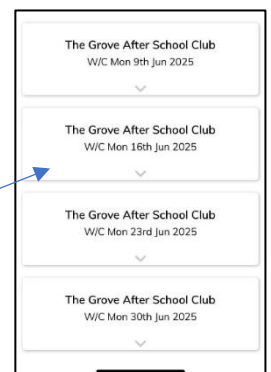


How to Book:

- The club will cost £12.50 per child, per day regardless of how long they stay. Children in receipt of Pupil Premium will receive a 50% subsidy to attend. There is a separate subsidy for pupils that are children of staff members.
- Parents will be required to book a place at The Grove **for each child individually**. This will be done on Eduspot School Money, which is the same app used to pay for trips and to book parent consultations. Bookings can be made in half term blocks.



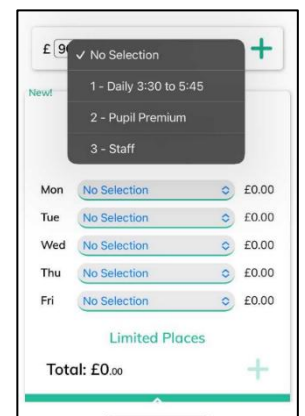
1. Open the Eduspot School Money App.
2. Go to the 'Clubs' section. This will open a new window.
3. Click on The Grove After School Club which will open a new window for booking. You can choose which week to book. The available weeks for the half term ahead will all be listed. (The dates in the image are just examples.)



4. Click on days you would like to book. Please note that most families would click the first option 'daily 3.30 to 5.45'.

If your child is in receipt of Pupil Premium (family in receipt of benefits), then you click on the second option. Please note that Pupil Premium only applies if the school have a record of this for your child.

'Staff' is only for staff working at St. Mary's who have children as pupils here.



Diocese of St Albans
London Borough of Barnet



New!

The Grove After School Club
W/C Mon 16th Jun 2025

Day	Time	Cost
Mon	1 - Daily 3:30 to 5:45	£12.50
Tue	1 - Daily 3:30 to 5:45	£12.50
Wed	1 - Daily 3:30 to 5:45	£12.50
Thu	No Selection	£0.00
Fri	No Selection	£0.00

Limited Places

Total: £37.50

5. Once you have chosen dates for your child to attend The Grove, you will be prompted to pay at the time of booking. In this example, 3 days have been chosen which is a total cost of £37.50.

6. The next window will ask you to consent to the booking and reminds you that the club has a limited number of spaces. PLEASE NOTE THAT **once The Grove has reached its capacity, further bookings cannot be made.** The word FULL will appear in the booking selection window.

Consent Required

Parental permission is required. Your consent will be granted when you check out.

Limited Places
25 Places per Day

Your place will be confirmed when you check out.

Cancel OK

7. You will receive a confirmation receipt of payment. This is also confirmation of your booking.
8. If you have more than one child at the school and you would like them to attend The Grove, you must book each child in separately. This is very easy to do by switching accounts by clicking on the green tab

Clubs

Child 1

£ 90.00 Club Top Up

The Grove After School Club
W/C Mon 16th Jun 2025

The Grove After School Club
W/C Mon 23rd Jun 2025

The Grove After School Club
W/C Mon 30th Jun 2025

Clubs

Child 2

£ 90.00 Club Top Up

The Grove After School Club
W/C Mon 16th Jun 2025

The Grove After School Club
W/C Mon 23rd Jun 2025

The Grove After School Club
W/C Mon 30th Jun 2025

9. If you are using childcare vouchers, **please ensure that you have 'club credit' on your account. Please notify us directly using this email address TheGroveASC@stmarysen4.barnetmail.net** if you are intending to pay with childcare vouchers.

Parents must inform us of voucher payments as the school doesn't always get informed by the providers.

Parents should inform the school who the childcare provider is, how much they have paid, the child's name and the date they paid. We need this information on every occasion. **Parents MUST do this in advance otherwise there will be no credit on their account and they won't be able to book a place at The Grove.**

10. **When you have made a booking at The Grove, YOU MUST complete a registration form for your child. Every child who attends must be individually registered.** Please note that for insurance reasons your child/children will not be accepted on any of our sessions if parents have not completed the booking process described above. **The registration form link will be emailed to all parents and will become available on our website.**

Please contact us at TheGroveASC@stmarysen4.barnetmail.net if you have any questions about the provision, or give us a call at school on the usual number.

We will send a text message out to all parents as soon as bookings become available for the new academic year.

The Grove - Terms and Conditions:

- The after-school provision will run every day in term time, except on INSET Days, bank holidays and on the last day of each term (as we close early on those days).
- Staff supervising the club will have relevant first aid and safeguarding training and relevant food hygiene training.
- Parents will be asked to fill in a registration form which will capture key information, including contact details, who is authorised to collect, dietary requirements and allergies.
- When children arrive, they will be registered and eat a snack that will be provided. The children then have free play and can choose from the activities on offer.
- Sessions which have been booked and paid for cannot be refunded as the club has purchased resources and arranged staffing based on your booking. Exceptions will only be made in the unforeseen circumstance of sudden club closure.
- You will be charged the full amount of the booked session where a child has been booked into afterschool club and does not attend, unless there are exceptional circumstances.
- The responsibility for payment of all fees, charges and penalties lies at all times with the person who has made the booking.
- It is the responsibility of all parents/carers collecting children to do so promptly at the end of any session. Failure to do so will result in a financial penalty for the parent/carer. Any collection after 5.45pm will incur an additional fee. Continual lateness may result in a refusal to attend The Grove.

Sickness:

- Any child who has suffered from diarrhoea, sickness, high temperature/fever or conjunctivitis must be kept away from the club for a period of 48 hours after such condition has ceased.
- Should any child suffer from any of the above whilst at the club, the staff will contact and ask the parent/carer to come and collect the child as soon as possible.

Grounds for Exclusion from the provision:

- Persistent poor behaviour on the part of the child (which includes, but is not limited to, bullying, verbal abuse, physical violence, fighting, racial incidents, defiance, rudeness to others, dishonesty, disobedience and deliberate damage to property), or non-persistent incidents of particularly serious behaviour (for example which endanger children or staff).
- Where the behaviour of the child could put themselves or other children at risk
- Where a parent/carer is in breach of any of our terms and conditions.
- Where our staff are not treated with courtesy and respect.

Refunds will not be made if children are excluded from the provision on the grounds set out above

Reservation of Rights

- The after-school club reserve the right to exclude a child or family from attending the club or to refuse to accept a registration.
- The after-school club reserve the right to close the club on the grounds of staff shortage, unavailability of facilities, or any other reason which in its reasonable opinion necessitates closure. Reasonable notice will be given where possible.
- The after-school club reserve the right to change these terms and conditions at any time and will give written notice of such changes to parent/carers.

Legal: Waivers, Exclusions, Jurisdiction

- The after-school club shall not be liable for any direct or indirect loss suffered by parents/carers as a result of club closures under the terms of the agreement, including but not limited to loss of profits, increased costs of expenses or wasted expenditure.
- Prescribed medication will only be given with the written consent and instruction from the parent/carer, in line with the school's policy. No non-prescribed medication will be given.
- The after-school club accepts no liability for the administration of prescribed medicine in accordance with parents/carers written instructions.
- The after-school club accepts no liability for loss or damage (including consequential loss) to property brought to club premises caused by the actions of children or third parties or for accidental damage caused by club staff.

- The after-school club accepts no responsibility for injury or illness caused from pre-existing medical conditions which are not notified to the club.

Thank you as always for your support. As we have previously said, we ask for your grace and patience while we set The Grove up. If we make any mistakes, we apologise in advance and aim to rectify them swiftly if we can. This has been a big challenge for us and we really want to make The Grove work for our parent community. Further evidence, that even with faith as small as a mustard seed; we can do anything!

***Maria Constantinou
Headteacher***

