



Rugby Free

Primary School

Wednesday 25<sup>th</sup> September 2024

Dear Parents / Carers,

### Club Bookings Autumn

We are changing the way that before and after school clubs are booked as the current system, of the form being sent out and then sending back a document at a particular time, is troublesome for parents and also makes the process very difficult for the admin team. Therefore, we have been looking at solutions and have chosen to use the MCAS App as this is already used by parents. We hope that having an electronic system will be better for parents and staff. For any adhoc clubs that you wish to book your child on to, you will need to contact the school office and we can do this for you (if there are spaces!). There may be some teething problems, as with any new process, so please do bear with us.

You are now able to book before and after school club provision via the My Child At School app/website (MCAS). As before, when you enrol in a club you will be signing up for the whole term, this enables us to ensure we have the correct child to adult ratios, and it also allows certainty for parents that they have got the clubs that they need for a term. No changes can be made once the booking has been made. You are committing to pay for the whole term, if payment is not received you will be unable to book on to clubs in the future and will have the outstanding balance to pay on MCAS. Please ensure you read all of the instructions below. As per our current clubs agreement, all clubs will need to be paid for before October Half term unless you have an agreement to pay monthly or via childcare vouchers.

We will still have the same number of clubs as we do now. The charges and timings for our clubs for academic year 24/25 are as follows.

07:30-08:35 Breakfast club £6.00

15:10/15:20 -16:20 Enrichment Club £4.00 (this is a slight rise of 50p due to higher Game On/staffing/energy costs)

16:20 – 17:45 Care Club £7.00

Enrichment clubs available are as follows:

[www.rugbyfreeprimary.co.uk](http://www.rugbyfreeprimary.co.uk)

Tel: 01788 222088 | [office@rugbyfreeprimary.co.uk](mailto:office@rugbyfreeprimary.co.uk)

**Address and Registered Office:** Rugby Free Secondary School, Anderson Avenue, Rugby, Warwickshire, CV22 5PE. Tel: 01788 222060

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Autumn Term 2024/2025 After School Clubs					
	Monday	Tuesday	Wednesday	Thursday	Friday
EYFS and KS1	Football	Multi sports	Dodgeball / bench Ball	Gymnastics	Football
	Disney	Puppet / mask making	Around the world	Under the sea crafts	Seasonal crafts
	Team games	Construction	Junk Modelling	Striking and Fielding	
KS2	Multisports	Double football	Ball Ball	Double Football	Dodgeball
	Comic/Chess club		Pokemon		Around the world
	Yoga, Meditation and Mindfulness	Art club	Cross stitch sewing	Learning to draw step by step	
EYFS - Y6	Choice Club	Choice Club	Choice Club	Choice Club	Choice Club

‘Choice club’, previously called ‘Calm club’, is not a taught skill club. The children choose what they want to do out of tabletop games, colouring, crafts, chess, films, reading etc. This is a club for all year groups.

‘Ball Ball’ Welcome to the Thunderdome! Our favorite Lunchtime Game! A mix of football, netball and handball

### How to book

To book you will need to go to the ‘Wraparound’ section of MCAS which can be found on the lefthand side of the dashboard. You will then see the wraparound options that are available.

Available Wraparound Care Clubs <small>(click or tap a club to view more details and sign up)</small>							<input type="checkbox"/> Hide fully booked events
Wraparound Care Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	
Breakfast Club Autumn Term 24	Mr B Sheehan	04/09/2024	Everyday	07:30	60	£6.00	<a href="#">Enrol</a>
Care Club Autumn 24	Mr B Sheehan	04/09/2024	Everyday	16:20	85	£7.00	<a href="#">Enrol</a>
Monday Choice Club Autumn Term 24	Mr B Sheehan	16/09/2024	Mon	15:20	60	£4.00	<a href="#">Enrol</a>

You will then need to enrol in the sessions.

Once enrolled you need to click onto the line where it says ‘awaiting confirmation’, then you will go to a page where you select the day/club required. You will need to do this for each club that is required. If a club is full, you will not be able to book it. Our enrichment clubs are limited to 20 pupils, or 40 for double football.

Wraparound Care Club Name	Teacher	Next Booked Session	Start Time	Room
Breakfast Club Autumn Term 24	Mr B Sheehan	Awaiting Confirmation	07:30	DEFAULT

Type: Club Main Teacher: Mr B Sheehan  
 Club Name: Breakfast Club Autumn Term 24  
 Description: Breakfast Club Autumn Term 24

Next Session: Wed 04/09  
 Start Time: 07:30  
 Session Length: 60 mins Cost Per Session: £6.00

Sessions:  Spaces Available  Session Full  Enrolled/Booked Sessions  Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Proceed', your child will be enrolled into all the sessions you have chosen.

◀ Previous Next ▶

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
02/09			✓	✓	✓
09/09		✓	✓	✓	✓
16/09	✓	✓	✓	✓	✓
23/09	✓	✓	✓	✓	✓
30/09	✓	✓	✓	✓	✓
07/10	✓	✓	✓	✓	✓

Proceed Close

You need to do this for the whole term by selecting next and then selecting the sessions for each week. Once you have done this you will need to press proceed.

**Confirmation**

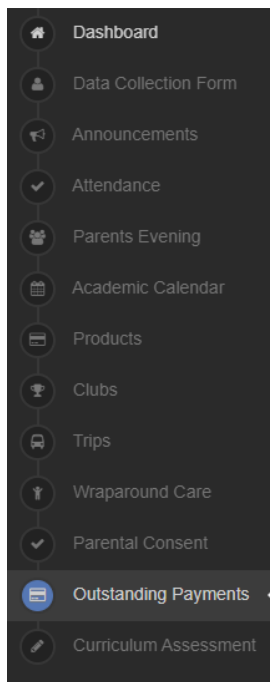
You are about to enrol your child into 6 sessions.

This will create a balance of £36.00, which you can view in the Outstanding Payments page.

Press Proceed to continue, or Cancel to return to the selection screen.

Proceed Cancel

Then go to your outstanding payments on the lefthand side of the dashboard, here you will see all outstanding payments



Outstanding Payments instalments YOU ARE HERE: Dashboard

Outstanding Balances

Club Name	Number of Sessions	Total Price	Payment Received	Balance
Breakfast Club-Autumn Term 24	6	£36.00	£0.00	-£36.00

Add to Basket, once in your basket you are then able to make payment using a debit card.

If you pay by childcare vouchers, you are still able to do this in the same way as before. These vouchers will be added to your account manually by the admin.

**Clubs for Autumn term 2024 will be able to be booked from 6pm on Sunday 30<sup>th</sup> June, booking need to be made by Monday 15<sup>th</sup> July 2024**

**Note: Reception Children Only**

For children starting in Reception with us in September, clubs will be able to be booked from 16<sup>th</sup> September. When selecting the dates please **do not** select any for the week of 4<sup>th</sup> September and 9<sup>th</sup> September, if you select any of these dates they will be cancelled.

**For all parents** - Please also see our Before and After School club policy on our website for terms and conditions e.g. behaviour of pupils has to be safe and appropriate for clubs and parents will incur charges for late collections.

**Please bear with us as this is a new system and there may be a few teething issues. If you are having problems with the system, please email us on [office@rugbyfreeprimary.co.uk](mailto:office@rugbyfreeprimary.co.uk) and we will do our best to support you. Please be patient as we may get quite a few emails and will try to sort out/reply systematically.**

Kind regards,  
Charlotte Cole  
**Operations Manager**