Mrs Louise Lavelle – Head Teacher (Wed – Fri)
Mrs Joanne Wise – Head Teacher (Mon & Tuesday)

Arisaig, Ouston, Chester-le-Street, Co Durham, DH2 1RQ
Telephone: 0191 410 2599 Email: info@oustonprimary.org.uk
Web Site: www.oustonprimary.org.uk

# Before and After School Childcare Timings/Prices per day

**1 - Full AM & Full PM** **£13.00 (inc breakfast & light snack PM)**
**(07.45 – 8.45am & 3.20/30 – 5.30pm)**

**2 - Full AM & Short PM** **£9.00 (inc breakfast & light snack PM)**
**(07.45 – 8.45am & 3.20/30 – 4.30pm)**

**3 - Short AM & Short PM** **£6.50 (inc breakfast if in at 8.05 & light snack PM)**
**(08.05 – 8.45am & 3.20/30 – 4.30pm)**

**4 - Full AM only** **£ 5.00 (inc breakfast)**
**(07.45 – 8.45am)**

**5 - Full PM only** **£ 8.00 (inc light snack)**
**(3.20/30 – 5.30 pm)**

**6 - Short AM only** **£ 2.50 (inc breakfast if in at 8.05am)**
**(08.05 – 8.45 am)**

**7 - Short PM only** **£ 4.00 (inc light snack)**
**(3.20/30 – 4.30 pm)**

**8 - Short AM & Full PM** **£9.00 (inc breakfast if in at 8.05) & light snack PM)**
**(8.05 – 8.45am & 3.20/30-5.30)**

**Bookings are made via School Money app/website. Bookings must be made by 5pm on Sunday for the week ahead Monday – Friday. Please Turn Over for further information - -**
**If an emergency situation arises and childcare is required but not booked in – contact the school office on 01914102599 or Mrs Patton on 07394986716.**

*The contents of this letter are confidential and are intended solely for the addressee.*
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## BOOKINGS AND PAYMENT

- All bookings should be made via our online booking system on Schoolmoney App or Website.
- Parents/carers should make their online booking by Sunday at 5.00pm for the following week's Monday to Friday childcare.
- We will try wherever possible, and depending on numbers, to accommodate emergency /unexpected need for childcare bookings, however, these should be made directly to the school office.
- 24 hours' notice is required for cancellations to bookings and should be directed to the school office.
- Please ensure payment is made at the time of booking.
- Only Parents/Carers using the Government Voucher Scheme may use the 'Reservation' tab in schoolmoney. This will reserve the booking without taking a direct payment and voucher accounts will be updated later during the month.
- If the parents/carers are having difficulty with payments, we recommend that they arrange a meeting with Mrs Lavelle/Mrs Tyrrell as soon as possible.
- **NB** – All childcare bookings should now be paid at the time of booking (with the exception of the Government Childcare Voucher Scheme). If a cancellation is made within the 24-hour notice period, the booking will be removed and the account will be credited with the amount for that particular booking.

## Childcare Vouchers

If you pay by Childcare Vouchers you should use the booking system as above. Place your bookings in the Reservation basket and follow the process through to payment – press the 'pay now' button and it will make the booking without taking a payment. Please ensure you receive a reservation/booking complete message.

Voucher payments are transferred directly to Ouston Primary School bank account.

Voucher payments will be reconciled against bookings as soon as possible. This facility is only available to those parents/carers that have indicated that they wish to pay by Childcare Vouchers. You should notify Mrs Tyrrell/Mrs Gill in the school office if you wish to pay this way.

**All payments must be made via School money. There is no sibling discount and the Governing Body reserves the right to increase club charges as appropriate.**

Ofsted Good Provider

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