



New Haw Community School

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8th June 2023

Dear parent

Scopay is now available for the booking of Larks & Owls for the new academic year 2023-2024.

Although operating costs have risen over the last 4 years, significantly so in this last year, we have absorbed the costs to avoid implementing a price increase. Regrettably, we are forced to raise our prices from 1st September, although we have done our utmost to keep this increase low and well below the rate of inflation.

Owls short session will increase by 50p to £9 per session, whilst the long session will rise by £1 to £14 per session. We have however, taken the decision for Larks session price to remain unchanged at this time, at £6 per session, whilst offering an improved start time of 7.45am.

Should you wish to book a place for your child, please go onto your Scopay account and book by **Monday 10th July**. **The booking system will then close and will not reopen until September**. We recommend booking places until at least the first ½ term as places are limited and allocated on a first come basis, but you may if preferred, book just the 1st few weeks and then book the remainder upon our return, subject to availability.

If you wish to cancel one of your booked sessions, please send an email to office@new-haw.surrey.sch.uk giving the required two weeks' notice. Sessions cancelled inside the 2 week cancellation period will not be refunded. **Please ensure the school office is always notified of a cancelled session (within the 2 week fixed period), so staff are aware of known absences, for the purpose of registration and safeguarding.**

Each term we will also offer an extensive range of extra curricular after school clubs i.e. Football, Craft, Debate, Baking etc. These clubs are run for specified dates within that term. These clubs are also very popular and some are oversubscribed, but should you be successful in booking a club for a day already booked into Larks/Owls, we will accept free cancellation of the corresponding Larks/Owls booking, providing you immediately request cancellation by email to denise.mercure@new-haw.surrey.sch.uk Details of extra curricular clubs will be made available in September.

Our clubs are as follows:

Club	Time	Cost
Larks early morning Club	7.45am-8.45am	£6
Owls after- school club (short session)	3.25pm-4.30pm	£9
Owls after- school club (long session)	3.25pm-6pm	£14
Penalty	Late collection from short or long session	£10 per 15 mins or part thereof

Kind regards

Denise Mercure
Extended Services Manager