



# THE PEGASUS ACADEMY TRUST

Executive Headteachers:  
Mr M J Roberts & Ms L D Sampson

Head of Upper School: Mrs N Carpenter  
Head of Lower School: Mrs J Sorensen



WHITEHORSE MANOR  
INFANT SCHOOL



ECCLESBOURNE  
PRIMARY SCHOOL



WHITEHORSE MANOR  
JUNIOR SCHOOL



BEULAH INFANT &  
NURSERY SCHOOL



CYPRESS  
PRIMARY SCHOOL

Tuesday 13th September 2022

Dear Parents and Carers,

We are pleased to be able to offer your child/ren the opportunity to attend one of our after school activity clubs which will be running from the week of 17<sup>th</sup> October 2022 until the week of 9<sup>th</sup> December 2022. We have a variety of clubs running each week, run by outside providers and spaces are limited. The school will be paying for some of the cost of this provision but we are asking for a parental contribution of **£33 for the six sessions for Football, Musical Theatre, Badminton, Art and Clay craft. £40 for Forest Club & Croquet and £38 for Magic club which includes a magic set for the children to keep.**

**The croquet activity can only be run outside if good weather, if it is raining or the grass is too wet then you will be invited to do team games/quiz inside instead.**

**NO SESSIONS – Monday 24<sup>th</sup> October until Friday 4<sup>th</sup> November, clubs that have been advertised on this letter will resume on Monday 7<sup>th</sup> November 2022.**

Places will be allocated on a **first come first served basis** and you will need to book through our booking system "Magic Booking". In order to secure a place, you will need to login to your account with your email and password at:

<https://pegasusacademy.magicbooking.co.uk/Account/Login>

**on Saturday 17<sup>th</sup> September 2022, the service will be accessible from 12pm lunchtime.**

Please login **just after 12pm lunchtime or as near as possible following this time** otherwise you will not see the activities when they go live and you will have to log out then log back in to see the activities – **do not** click on refresh as it will not display the activities. If you do not see the activity that has been advertised, but see other clubs – it means that the activity is full.

Go to – 'Book' – you will be able to see all the activities available. Some activities have a specific year group on the booking, this means you can only select the activity that corresponds to your child's year group. Please do not book an activity if it is not in your child's year group.

If you have any difficulty on the day booking a club you can contact me **by text only** – I will not be able to take a phone call on that day. My mobile number is **07504 810956**. As you can imagine it will be very busy and I can respond to texts much quicker as they come through. Please only text me if a message comes up that your child is not eligible or if it states missing data and you are unable to book.

To log onto Magic Booking – username will be the email you gave to the school on the parent contact information. The password will need to be set by going to 'forgotten password' and then re-entering your email. A reset link will then be sent to that email address for you to create a 'password'. If you do not receive an email to reset password, it means we do not have the correct email or there has been a mistake inputting that information – so please contact Suzanne Christopher by email. Always check your magic booking account before activities go live so that we can sort any issues to avoid disappointment.

**Unfortunately, last academic year we did have cancellations of activity clubs across the Trust because of staff/outside provider absences. Please be aware that sometimes cancellations may be made at the last minute and you will be notified by text to collect your child at 3:15pm, so please ensure you have alternative childcare arrangements if you are unable to collect your child. We are unable to offer automatic after school childcare if a club is cancelled because of ratios and staffing, this service now needs to be booked in advance, by lunchtime the day before. However, if we do have availability and you have no other childcare arrangements in place, we may be able to offer our after school childcare and the fee for that service will be **£12**. We will refund for the cancelled activity club session which ranges from **£5.50** depending on the activity/subsidy and this will be placed onto your magic booking account. As stated in our section - **Arrangements for collection and disclaimer** – 'The activity clubs are to offer children a wider range of sporting and life experiences and are not a substitute for childcare.' The activity clubs and childcare service are two different services with fees set accordingly.**





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We will be sending out permission slips and information to those who have been allocated each club once your booking has been received. Please return the permission slip as soon as you can as we need these to complete the registers.

Children in receipt of Free School Meals - (or claiming benefits such as job seekers allowance) or children entitled to Pupil Premium Grant the cost will be discounted and these families will pay a contribution of **£16.50/£19/£20** for the 6 sessions. If you are eligible this reduction will be made automatically on magic booking. Entitlement to Free School Meals is not the same as receiving UNIVERSAL Infant free school meals in KS1. If in doubt, please check at the school office.

## Clubs available

Monday	Tuesday	Wednesday	Thursday	Friday
3:15pm - 4:30pm	3:15pm - 4:15pm	3:15pm - 4:15pm	3:15pm - 4:15pm	3:15pm - 4:15pm
Forest Club <b>Year 3 – Year 6</b> 20 spaces Outside provider <b>(ends at 4 :30pm)</b>	Clay Craft <b>Year 3 – Year 6</b> 14 spaces Outside provider Community artist  Football <b>Year 3 – Year 6</b> 18 spaces Outside provider SSA Academy	Musical Theatre <b>Year 3 – Year 6</b> 18 spaces Outside provider Boo theatre  Art <b>Year 3 – Year 6</b> 14 spaces Outside provider Community artist	Badminton <b>Year 3 – Year 6</b> 16 spaces Outside provider SSA Academy  Magic Club <b>Year 3 – Year 6</b> 10 spaces Outside provider Magic Club UK	Badminton <b>Year 3 – Year 6</b> 16 spaces Outside provider SSA Academy  Croquet with parents <b>Year 3 – Year 6</b> 12 spaces Outside provider Boo theatre

## Paying using childcare vouchers

We are pleased to accept Childcare vouchers to pay for these activity clubs. If you have childcare vouchers purchased through a workplace scheme (like 'Computershare' or 'Edenred') then once you have booked the activity, you will go to checkout and then you will see a tickbox that allows you to pay by childcare voucher.

## Arrangements for collection and disclaimer

Please collect your child promptly at **4:15pm** when the club finishes. If you are going to be late, please contact me - if you are late on more than three occasions your child could be excluded from the club. These clubs are to offer children a wider range of sporting and life experiences and are not a substitute for childcare. Sometimes there may be times when a club has to be cancelled because of illness or circumstances out of our control. We will try our best to offer extra sessions but it may not always be possible and the fees will be non-refundable if your child is absent or if your child attends a school trip. If you have booked a club and then decide to cancel we may not always be able to give you a refund, this is because the fees for clubs are costed to how many children attend each club. So please ensure the clubs you book on Saturday are the ones your child wishes to attend; this is mainly the reason we advertise clubs on a Saturday so that you can discuss the options with your child/ren.

Our providers are properly vetted and trained but with a number of activities there is a degree of risk as there would be if, for instance, they played netball for a club. Accidents can happen even in tightly controlled environments. Please be aware of this before you give your consent to your child joining a club.

**Please do not contact the school office as staff there have no information and cannot accept any payment.**

Yours faithfully

Suzanne Christopher - Extended Services Leader – The Pegasus Academy Trust  
 schristopher@pegasusacademytrust.org 07504 810956