



Epsom Primary & Nursery School  
Pound Lane, Epsom, Surrey, KT19 8SD

Tel: 01372 720608  
email: [office@epsom.surrey.sch.uk](mailto:office@epsom.surrey.sch.uk)  
Website: [www.epsomprimaryschool.co.uk](http://www.epsomprimaryschool.co.uk)

13<sup>th</sup> May 2021

Dear Parents and Carers

We would like to make you aware that we are changing the way your children are booked into our extended services provision (before and after school club), this will allow you more control. Attached is updated extended provision information pack and terms & conditions which reflect the changes.

**For bookings from after half-term (from 7<sup>th</sup> June 2021), you will need to book your children in directly via SCOPAY rather than emailing the school.**

The attached guide has step by step information on how to make the booking. You will only be able to make the booking if you have credit on your account, or if you pay by childcare vouchers. Each of the sessions has a limited capacity and you will only be able to book if there is available space.

You will be able to book up to a whole year if you have enough credit on your account, or if you pay by childcare vouchers. We will release the next half term on a rolling basis at the end of each half term.

Parents of siblings will have access to the current reduced fee.

The codes for you to use within SCOPAY are;

B: Breakfast Club £6.00

S: After School Club (collect 4.30pm) £6.00

L: After School Club (collect 6pm) £15.00

O: Breakfast Club sibling discount for 2<sup>nd</sup> child attending £5.40

V: After School Club (collect 4.30pm) sibling discount for 2<sup>nd</sup> child attending £5.40

W: After School Club (collect 6pm) sibling discount for 2<sup>nd</sup> child attending £13.50

If there are is no space available, you can email [childcare@epsom.surrey.sch.uk](mailto:childcare@epsom.surrey.sch.uk) where we will keep you on a waiting list and will contact you if additional spaces are released.

Timetable for the change;

- Parental bookings open Friday 14<sup>th</sup> May 2021
- School staff are available to help with any issues 17<sup>th</sup> – 28<sup>th</sup> May 2021
- Parental bookings can be placed for 7<sup>th</sup> June through to 27<sup>th</sup> May 2022
- Parental bookings can be placed or amended for 17<sup>th</sup> May to 27<sup>th</sup> May 2021

Thank you for your support with this change, please email [childcare@epsom.surrey.sch.uk](mailto:childcare@epsom.surrey.sch.uk) with any concerns or issues you encounter.

Kind regards

The Extended Provision Team



Head Teacher: Mrs Michelle Pollard  
Deputy Head and Safeguarding Lead: Mrs Jo Jarvis  
Assistant Head Teacher of Teaching and Learning: Miss Rebecca Hazell

