



24 September 2025

Dear Parents/Carers

After School Clubs – Spring 2025

We are delighted to share the arrangements for our Spring Term After-School Clubs, running from January to April 2026. At Broadstone First School, we are passionate about preparing children for a life well lived. We believe in offering a wide range of opportunities to help our learners grow into well-rounded individuals.

All clubs will run from 3:15pm to 4:00pm and will be led by members of our BFS staff who know the children well and understand our school ethos—ensuring a positive and enriching experience for all.

Booking Process – Please Read Carefully

We are trialling a **new booking process** for this term:

- **Week Commencing 22 September 2025:**
Parents will receive the Spring Term club timetable along with a Microsoft Form sign-up link. The form will include a question about childcare voucher usage.
Sign-up deadline: 9am, Friday 03 October 2025
Sign up link: <https://forms.office.com/e/y3zw9y5EF1>
- **Friday 03 October 2025:**
The school office will upload all sign-ups to ParentPay.
A list will be compiled of pupils whose parents indicated they'll use childcare vouchers.
Parents using vouchers will receive an email with instructions and a link to a Microsoft Form to notify payment.
- **03 October – 15 December 2025:**
Our Finance Team will review ParentPay and apply subsidies where applicable (e.g. Pupil Premium, Staff Children, Childcare Vouchers).
- **Payment Deadline: 9am, Monday 15 December 2025**
Children whose payments are not received by this deadline will **not be able to attend clubs**.
- **Week Commencing 1 December 2025:**
The office will cross-check Microsoft Form responses with payments.
A reminder will be sent to parents: payment must be received by **15 December**.
- **Week Commencing 15 December 2025:**
Monday 15 December: Final check on ParentPay.
Children not paid for will be excluded from club registers and added to a separate record tab.
Parents will be notified and offered the option to join a waiting list, reviewed in mid-January.

Club Fees & Government Support

Due to rising operational costs, club fees are now **£5 per session per child**. This change allows us to continue offering high-quality activities and staff support.

If you work 16+ hours per week, you may be eligible for Tax-Free Childcare, offering up to £2,000 per child per year (or £4,000 for children with disabilities).

To access this support, set up a childcare account and deposit funds. For every £8 you pay, the government adds £2. These funds can be used to pay for BFS clubs.

Learn more and apply at: <https://www.gov.uk/tax-free-childcare>

Terms and Conditions for After School Clubs

- Due to staffing costs and us being able to maintain a wide variety of clubs, we are unable to offer refunds should your child wish to cancel a club part way through the term.
- All clubs run until 4pm.
- No swapping from one club to another
- Your child will be placed on a waiting list should you request after the below closing date.

As always if you have any queries, please do not hesitate to contact us.

Best wishes



Sophie Burke

Acting Head of School