

## Holiday Club Booking Guidance

In order to book a place on the Loose Primary School Holiday Club, please log on to [www.loose-primary.kent.sch.uk](http://www.loose-primary.kent.sch.uk). Click on Online Office, here you will find the Extended Services tab on the right which will direct you to the next available Holiday club information and booking form. (<http://www.loose-primary.kent.sch.uk/form/?pid=13&form=19>)

Once on this form you will see the available dates and times during which the Holiday Club is open. Continue by selecting the sessions required and complete the booking form details found towards the bottom of this page. You must click submit for your request to be emailed to Loose Primary School's school office. Once received by the office, you will be emailed confirming your request and advised of any payment due. All sessions requested must be paid in advance in line with our Extended Services policy.

If your child has never attended the Holiday Club at Loose Primary School, you will be asked to complete a Holiday Club registration form and a Medical form which are required prior to attending their first session. These forms can be found in the Extended Services tab on our website. (<http://www.loose-primary.kent.sch.uk/page/?title=Extended+Services&pid=13>)

Loose Primary School can accept the following methods of payment:

<b>Cash</b>	Payable at the Loose Primary School reception between the hours of 7.30am and 4.30pm. Please note that cash can only be paid in during term time office hours
<b>Cheque</b>	Made payable to Loose Primary School. (handed into Loose Primary School)
<b>Scopay</b>	An online payment system where you can use debit or credit cards for payments. If you would prefer to pay using this option, please contact Mrs Penny Monksfield on 01622 743549 who will be able to provide you with a unique reference code for your child together with payment instructions.

For any other Queries regarding the holiday club, please call Mrs Monksfield at Loose Primary School on 01622 743 549.