**Spurcroft Primary School**
Spurcroft Road
Thatcham
Berkshire
RG19 3XX

Telephone: 01635 871541
Mobile: 07789322652
**Email:** office@spurcroft.w-berks.sch.uk
**Club Bookings**: wwcbookings@spurcroft.w-berks.sch.uk

**Headteacher:** Mrs K Flowerdew
**Club Manager:** Mrs Anna Curylo

# Wild Wood Club - General Information

## Opening Times & Closures

- Open 49 weeks per year
- Closed: Between Christmas and New Year and the last two weeks of summer holidays

## Session Times, Fees & Meals Included

| Session | Time | Cost | Meals Included |
|---|---|---|---|
| Early Breakfast Club | 7:30am – 8:45am | £6.50 | Cereals, toast, milk, fruit |
| Breakfast Club | 8:00am – 8:45am | £5.00 | Cereals, toast, milk, fruit |
| Full Afternoon Session | 3:15pm – 6:00pm | £15.00 | Snack & hot meal |
| Short Afternoon Session | 3:15pm – 4:20pm | £6.50 | Snack |

## Holiday Club

| Session | Time | Cost | Meals Included |
|---|---|---|---|
| Full Day | 8:00am – 6:00pm | £32.50 | Breakfast, morning snack, afternoon snack, hot dinner & dessert. A packed lunch will need to be provided by parent/carer |
| Half Day Morning Session | 8:00am – 1:00pm | £17.50 | Breakfast and morning snack.<br>A packed lunch will need to be provided by parent/carer |
| Half Day Afternoon Session | 1:00pm – 6:00pm | £17.50 | Afternoon snack, hot dinner & dessert. |
| School Hours Session | 9:00am – 3:30pm | £25.00 | Morning snack and afternoon snack.<br>A packed lunch will need to be provided by parent/carer |

- **Late collection fee:** £10 charge if child is not collected by 6:00pm, rising to £15 after 6:15pm

## Important Information

- Wild Wood Club reserves the right to change session times or close due to emergencies (e.g., adverse weather, gas leaks).
- Sessions cancelled due to such events will not be charged and credit notes will be issued.

## How to Book

- Complete and return the booking form, registration form, and signed Terms & Conditions.
- Forms are available by emailing: wwcbookings@spurcroft.w-berks.sch.uk or from the Club Manager.
- A refundable £100 deposit per child is required at booking (except Holiday Club).
- Holiday Club sessions must be paid in advance without a deposit.
- Limited to 40 spaces per session on a first-come, first-served basis.
- Waiting lists are maintained if sessions are full.
- Outstanding balances must be cleared before new bookings are accepted.
- Bookings confirmed by email within two weeks of form submission.

## Cancellation Policy

- Where possible, bookings should be made for the whole school year.
- Requests to reduce sessions must be emailed and will be confirmed by email. Cancelled sessions are reallocated to waiting list children.
- Booked sessions not attended will still be charged.
- There will be no cancellation charge for children attending school events, but you must inform WWC in advance.
- 30 days notice should be given to cancel any session and these sessions will then be cancelled on a permanent basis. Cancellation should be given via email.
- Ad hoc sessions may be requested via email. These ad-hoc sessions will only be allocated if space is available and cannot be guaranteed. They will be charged in addition to regular sessions; no refunds if not attended.

## Payment Terms

- Invoices issued one month in advance.
- Payment due within 14 days of invoice date.
- Late payments incur a £20 administration fee.
- Unpaid accounts may lead to suspension of sessions and referral to school authorities or legal action.

## Payment Methods

- Bank Transfer:
  Lloyds Bank, Newbury
  Account Number: 50907660
  Sort Code: 30-95-89
  Account Name: Wild Wood Club C/O Spurcroft Primary School
  Reference: Child's Name & Invoice Number
- Child Care Vouchers:
  Use above bank details; Edenred reference: P20661844.
- School Money (Spurcroft Primary pupils only):
  Log in at schoolmoney.co.uk and pay via SHOP.

For questions or assistance, contact the Wild Wood Club Manager or email wwcbookings@spurcroft.w-berks.sch.uk.