



Sheet Primary School

"making a difference for every child"

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Dear Parents

Early Morning Club & Owls

I am pleased to announce that both the Early Morning Club and Owls are now available to be booked and paid for online using Tucasi (www.scopay.com). (If you are not registered online, please let me know and I will issue a set up reference). I attach a quick reference guide from Tucasi which details how to book and pay.

Early Morning Club

- If your child is a regularly user of Morning Club, I have already pre-booked the sessions for the days your child usually attends.
- If your child attends on an adhoc basis, you will need to log on and book the sessions.
- Payment can now be made online and sessions should be paid for half termly in advance.

Owls

- To book online, the Owls sessions have been split into two :
 - First Session (Code F) 3.15 – 4.20 pm
 - Second Session (Code S) 4.20 – 5.30 pm
 - If your child is staying for both sessions you will need to book both F and S sessions code on the date(s) you wish them to attend.
- Each night is limited to 10 places so once it reaches this number you will not be able to book online. In these instances you will need to call/email the office and we will probably be able to fit your child in.
- Any sessions taken so far this term have been added to the system and are available for payment. Again, payment should be paid half termly in advance.
- If you are paying by Childcare vouchers, an invoice will be issued half termly.

For both clubs, if you need to cancel your session, please let the office know by email/telephone. For Owls club, cancellation needs to be received by lunchtime otherwise the session will be charged.

I trust that all makes sense! Any questions, please let me know.

Best regards

Gill Burford
Finance Manager

Att

Contact us: email adminoffice@sheet.hants.sch.uk www.sheetprimaryschool.co.uk

