

## Clarendon Primary School, Nursery & Family Centre

Headteacher  
Mr William Neale



Knapp Road  
Ashford  
Middlesex  
TW15 2HZ  
Tel: 01784 253379  
Fax: 01784 421745  
[clarendonschool@googlemail.com](mailto:clarendonschool@googlemail.com)

*'Doing our best to achieve our best'*

# KidsClubHQ

Dear Parents/Carers,

Clarendon Primary School are pleased to announce the implementation of a new after school club booking system. This will be used for booking any sessions in The Haven After School Club.

The system will be going live from Monday 13<sup>th</sup> July 2020, which means that you can start to register your child/ren online now. You will be asked to create an account, add your child/ren and then choose one of the following options: -

**Contract** - This is for guaranteed regular sessions, where you are booking the same days each week for the whole period (half term at a time). These will be invoiced monthly, in arrears at the beginning of each month. All contracts booked will be automatically carried over to the next half term, unless the correct notice period is given, as per 'The Haven Terms & Conditions'. **Please be aware that you will need to create your account and request your contract in advance, as the contract will need be authorised, before your child attends.**

**AD-Hoc Booking** - We appreciate that whilst some bookings are needed each week on an ongoing basis, there may be other occasions when additional spaces are required on an ad-hoc basis. Bookings can be made on the Kids Club HQ System in advance and up until 3pm on the day required. These will be payable at the time of booking. **Please be aware that you will need to create your account, book a place and pay for this before your child/ren attends.**

We have attached the updated Haven ASC Term & Conditions, and draw your attention to point 9 - Absences, (including illness, holidays, school trips) from sessions booked as these still require full fees to be paid.

We have attached step by step instructions on how to create your account and make either your contract or your bookings. (N.B - You can also find these on the Clarendon Kids Club HQ website.) The system is easy and intuitive to use, but should you experience any problems or have any questions then please feel free to email [thehaven@clarendon.surrey.sch.uk](mailto:thehaven@clarendon.surrey.sch.uk) or call the office.

You can access our brand new system here: [Clarendon Primary School Kids Club HQ](#)

Please be aware that due to the current Covid-19 Pandemic, any bookings may be subject to change due to our requirement for 'The Haven ASC' to adhere to current government guidelines. Any changes affecting 'The Haven ASC' will be communicated to parents as soon as possible.

Kind Regards

Caroline Newman  
Clarendon Primary School