



ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

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Thursday 10th September 2026

Dear Parents/Carers,

BEFORE & AFTER SCHOOL PROVISION – AUTUMN TERM 1

1.0 INTRODUCTION

In January we invited all parents/carers to complete an online form to help shape future plans for provision. Thank you to all those parents who took the time to complete the form and for the feedback provided.

The club is very popular and will continue to be offered exclusively to the children of St Raphael's but with the end of Government funding in March 2026, and to ensure long-term sustainability we advised that changes would need to be made.

We made some immediate changes in February, in March we confirmed that any operational changes to provision would be delayed and be effective from the start of the Autumn Term 2026, the purpose of this letter is to outline these changes.

2.0 CHANGES FROM SEPTEMBER 2026

To ensure we can operate sustainably whilst maintaining the quality and continuity of provision the following changes will be applicable.

From 1st September 2026 Before & After School Provision will be available on a daily basis as follows - we ask parents/carers to ensure they are aware of the changes to times/fees, particularly in relation to after school provision which will now close at 5.15pm.

Before School Provision	Session 1 – Expanded	7.30am-9.00am	£6.00 per day
	Session 2 – Standard	8.00am-9.00am	£4.00 per day
After School Provision	Session 1 – Expanded	3.15pm-5.15pm	£9.00 per day
	Session 2 – Standard	3.15pm-4.15pm	£4.00 per day
	Session 3 – After Clubs	4.15pm-5.15pm	£6.00 per day

"May God's love shine in our lives as we care and share and learn together."

3.0 CHANGES MADE IN FEBRUARY 2026

Booking Cut Off Times / Late Bookings

We changed the cut-off times for parent bookings giving greater flexibility. Parents can make on the day bookings anytime up to 15 minutes prior to the start time of the session. If you make a late booking for after-school provision you may wish to notify the office to ensure your child is sent to provision.

Before School	7.30am start - bookings close at 7.15am	8.00am start - bookings close at 7.45am
After School	3.15pm start - bookings close at 3.00pm	4.15pm start - bookings close at 4.00pm

Managing Bookings / Cancellation Policy

We changed the cancellation policy from 48 hours to 24 hours. Parents/carers can now cancel a booking with a credit note up to 24 hours before the start of the session.

Administration Charge

In giving parents more control, the office no longer needs to process late bookings or make amends. Any requests will incur a £5.00 administrative charge, this is not applicable to queries relating to payment/tax free vouchers.

Late Collection Fee

Where children are not collected on time a late collection fee may be applicable, this will now be £10.00 up to 15 minutes after the end time of the booked session with an additional £10.00 for each 15 minutes thereafter.

Early Drop Off/Late Collection – Standard Hours

From September, if a child is dropped off earlier than the 8.00am, or collected later than 4.15pm, and places are available, they will be booked for expanded hours instead of standard and the increased fees will apply.

4.0 WHAT NEXT?

Please ensure you have read the revised terms and conditions with particular attention to bookings, cancellations and payments.

If you already have an account and access before and after school provision, you do not need to do anything further. The new sessions will be available on the booking system for Autumn Term 1, bookings will go live on the 1st day of the Summer Holidays.

If you don't currently access provision but would like to from September, first please set up your user account. Once you have completed this you will be able to book sessions for Autumn Term 1 when they go live this week – information is provided overleaf.

5.0 MAKING BOOKINGS

All the changes outlined will be applicable from Autumn Term, you will be asked to accept the revised terms and conditions, a copy of which is provided with this letter. **ALL bookings for provision are to be made by parents/carers via the Magic Booking Platform.**

Where a child arrives for provision and is not on the register you will be notified – any late bookings added by School Staff will now carry an additional administration fee of £5.00 per transaction.

If you have any questions, please feel free to contact us on 0161 338 4095 or via admin@st-raphaels.tameside.sch.uk and we will do our best to support you. We also have a dedicated page on the website with lots of information, help and support, this can be found at [here](#).

Kind regards,

Mr D. Matthews
Headteacher

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MAGICBOOKING - SETTING UP YOUR ACCOUNT

NO ACCOUNT = NO BOOKINGS

If you have not yet set-up a user account you need to do this first, without this you will not be able to make any bookings for your child/children or access provision.

You can create your account by going to the link: <https://st-raphaels.magicbooking.co.uk/>

Top Tip! Bookmark this website/add it to your favourites as this is where you will log in to make, amend or cancel bookings, check bookings and make payments.

Simply click the button 'Create an account', you can use the **Help?** Section on the top right hand-side of the website and follow the process described in the relevant sections.

MAKING BOOKINGS FOR AUTUMN TERM

CHOOSE – CHECK - CHECKOUT

Log into your Account, CHOOSE the sessions you want to book, CHECK availability and confirm your choices, then CHECKOUT with either debit card or tax-free childcare.

Please note there are now multiple sessions available for both before and after school sessions, ensure you select the correct timings to suit your needs. Sessions available for booking are as follows;

Before School Provision	Session 1	7.30am-9.00am	£6.00
	Session 2	8.00am-9.00am	£4.00
After School Provision	Session 1	3.15pm-5.15pm	£9.00
	Session 2	3.15pm-4.15pm	£4.00
	Sessions 3	4.15pm-5.15pm	£6.00

Further instructions on how to book, access bookings, and account details can be found in the **Help?** section on the top right hand-side of the website, before you start, please watch the video below on How to Make bookings;

Magic Booking – Making a Booking You Tube Video: <https://youtu.be/wff0GqBLdil>

When you have chosen your sessions and checked availability you will reach the 'Booking Summary' page. On this page you will be asked to choose a payment method – there are 2 options which are payment in full by debit card or transfer in full by CCV (Tax Free Childcare Vouchers).

Payment by card is due within 48 hours of making the booking, non-card payment will result in the place being cancelled.

Payment via TFC should be transferred to school and reconciled within 7 days, please transfer vouchers via your provider in the usual way. Vouchers will only be credited to MagicBooking once the school has received remittance/reconciled the income on the bank account, this is processed every Monday.

Late bookings, if staff add a late booking, you will receive a confirmation email and then need to log in and pay for this via your user account or transfer TFC vouchers. School is not able to take card payments for MagicBooking.

PLEASE NOTE: If you have outstanding fees on your MagicBooking account you will not be able to make a further booking until these have been cleared either by card or transfer of TFC Vouchers.

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