



Dear Parents/Carers

At the beginning of Lock Down, when Dowson's Den closed, all bookings were removed from the system. The decision to do this was dual effect; to stop ongoing set pattern invoices/charges and to ensure we started off when re-opening with the correct bookings, as we know some people's situations have changed as a result of COVID19.

With this in mind, we need to ensure that your child is booked into Dowson's Den ahead of September. Due to the ongoing guidance, which we need to adhere to, we need to ask that as much notice as possible is given when booking.

For those of you that require a set pattern, the same sessions every week we would ask that you complete the booking link immediately below. For new parents and as a reminder for existing parents, a set pattern is where you are committing to needing the same place every week. You will be guaranteed a place and will be invoiced in the first academic week of each month for these sessions, in advance. The attached link will be the new way of booking set patterns ongoing.

https://forms.office.com/Pages/ResponsePage.aspx?id=fDIWpBZLrUSzz1EJUvi-wjnpw_t8lVdJtWyeWI70eHVUQkZMVIU0R0dNSUVRVrkRYWkZURKJNNIU3My4u

The other way in which parents book a Dowson's Den place is a via shift pattern, this is where a booking is for the week in question and where the requirements are different week on week. Whilst we endeavour to meet everyone's bookings, these places are subject to spaces/staffing levels of the club, as has always been the case. Shift patterns are invoiced in the first academic week of each month for the sessions booked in the prior month. In order that we can be prepared for the children requiring spaces when we return, we would ask that the survey immediately below is completed for the first two weeks of term to secure your place.

https://forms.office.com/Pages/ResponsePage.aspx?id=fDIWpBZLrUSzz1EJUvi-wjnpw_t8lVdJtWyeWI70eHVUMIFTQzNKMUdCUDFHVjZYTtJENFBKMUXNy4u

We look forward to seeing you all back in Dowson's Den in September.

Kind regards

Mrs N Hadfield
Academy Business Manager

