



Dear Parent / Guardian

We are delighted to provide the after school club at Glebe Primary School. With over 20 years' experience in Physical Education and School Sport, we have designed a wraparound care programme that provides a range of engaging and creative activities delivered by our team of fully trained professionals.

Our clubs follow the Playwork Principles; giving the children in our care the opportunity to choose activities and resources as they wish from a variety of options including arts and crafts, board games, construction, physical play, outdoor activities and sport. We actively promote healthy lifestyle choices by encouraging participation in physical activities and educating children about nutrition and wellbeing.

PSD Childcare is OFSTED registered, giving parents further peace of mind that we uphold the highest standards in safeguarding while providing a safe, secure and happy environment for children to play and develop.

The following sessions are available to book Monday – Friday during term time from September 2025.

**After School Club (part session): 3.30pm – 4.30pm – £11.00.**

**After School Club (full session): 3.30pm – 6pm – £16.00.**

#### HOW TO BOOK

Login or create an account with our online booking platform **Magicbooking** by going to the link:  
<https://thepsdgroup.magicbooking.co.uk>

To register, 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. It should only take 5 to 10 minutes to create your account and add your child's details.

Register with the centre '**Glebe Primary School**', then select the activity '**Glebe Primary School After School Club (Autumn 25)**'. Be sure to also select your child's classroom from the list provided.

Select the sessions you wish to book – you'll be able to spread the cost of your booking with a monthly instalment plan, pay all in one go by card, with childcare vouchers or the tax free childcare scheme.

Please find a number of frequently asked questions overleaf, however if you require any further information please feel free to contact us on 0203 397 7409 or email us at [info@thepsdgroup.org.uk](mailto:info@thepsdgroup.org.uk).

Thank you for your cooperation,

The PSD Team

**0203 397 7409**  
**[info@thepsdgroup.org.uk](mailto:info@thepsdgroup.org.uk)**

## FREQUENTLY ASKED QUESTIONS



### **What foods will my child be offered?**

We offer bread and wraps with a selection of fillings as well as fruit and vegetables.

### **What activities do you offer?**

Our mission is to provide safe and engaging childcare; offering a range of activities to reflect the interests of the children in our care, helping them to develop a high self-esteem while also emphasising the positive power of physical activity to support their ongoing development.

### **How far in advance can I book?**

Book from midday on Wednesday 9<sup>th</sup> July 2025 for September 2025.

Sessions are available to book on a termly basis and the following term will be available for booking before the end of the current term at a time communicated to you via magic booking.

If you require a last minute ad hoc session, please call our team on 0203 397 7409 and we will do our best to accommodate your request providing there are spaces available.

### **Can I secure my sessions for the whole year?**

No you can only book one term at a time.

### **How do payments work?**

You will be able spread the cost of your booking with a monthly instalment plan. Your payment plan will be of the same duration as your booking and your payments be equal every month, making it easy to budget your expenses. It works a little bit like your utility bills, you pay the same amount every month regardless of how much you consume, the difference is that there won't be any adjustment at the end of the period as these will happen in real time; if you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.

### **Do you accept Childcare vouchers and payments through the Tax Free Childcare Service?**

We accept the following childcare voucher providers:

Amber People, Bravo, Caboodle, Care-4, Co-operative Employee Benefits, Computershare, Daisies Vouchers, Edenred, Employers for Children, Enjoy Benefits, Fair Care, Fideliti, Gemelli, Kiddivouchers, Reward Gateway, Sodexo, Tax Free Childcare, TEDS vouchers.

Please contact us for the reference codes in order to set up a payment. If you are paying via a payment plan you will still need to instruct your childcare voucher provider or tax free scheme to pay us each month.

### **Can I cancel a booking?**

Cancellations are accepted with four weeks' notice. You can cancel sessions via your account and the credit will be automatically applied or your payment plan adjusted accordingly.



### **What happens if I am running late to collect my child?**

Children must be collected promptly at the session finish time – if you are unsure of the time, please refer to your confirmation email. If you are running late, please inform us on 0203 397 7409. Failure to collect your child by the allocated pick up time will result in an additional charge of £5 up to 5 minutes and then £1 a minute thereafter. If we have no contact from a parent/guardian after 30 minutes, we will contact Social Services. We reserve the right to refuse future bookings from parents who continually pick up late.

### **What happens if my child is unwell?**

In fairness to others, we cannot accept children at our clubs if they are unwell or are still infectious. We reserve the right to exclude a child at any time prior to or during a session due to illness and the parent/carer will be expected to come and collect their child.

Non-attendance due to illness will not be eligible for a refund or credit note.

### **What if my child has regular medication ie. an inhaler or epipen?**

Please ensure you have specified that your child should receive medication while in our care on your registration. Ensure you provide us with an adequate supply of the medication, this should be separate from the school's supply and we will keep this locked in the after school club setting.

If you are unable to do so, please ensure your child brings their medication with them and you may collect it at the end of the session. Parents/carers are responsible for ensuring all medications are in date, are clearly labelled with your child's name and supplied in the original container.

### **Where will the setting be based?**

Glebe Primary School.

### **Are PSD Childcare OFSTED registered?**

Yes, our OFSTED registration number for Glebe Primary School is: 2823492.

### **Who is the setting open to?**

We accept Glebe Primary School students in Reception – Year 6. We do not accept nursery aged children.

### **Do all staff have DBS clearance?**

All of our team have valid DBS checks.

### **Are there first aiders on site?**

Yes, there will always be at least one fully qualified paediatric first aider on site daily.



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