



Bloxwich Road North
Short Heath
WILLENHALL
West Midlands
WV12 5PR

Tel: 01922 710613
E:mail: postbox@woodlands.walsall.sch.uk

Dear Parent/Carer

Polite Reminder - Woodies Bookings Process

As numbers in our before and afterschool clubs are starting to increase, we wanted to remind parents of the booking process.

How to Book

Places need to be booked online via your child's SCOpay account

Booking Deadline

Bookings need to be made no later than 12 noon each Thursday for the following week. If you know your requirements well in advance, please feel free to book for the full month or even the term. Food orders and staffing arrangements are made on the Thursday afternoon once attendee numbers are confirmed.

Late Booking

Please be aware that if you need to make a last minute or late booking we cannot guarantee that a place will be available, we will do our best to support your requirements, but please appreciate this will not always be possible.

The system will not allow any bookings to be added after Thursday lunchtime, if you have missed the deadline you will need to call the school to see if there is space available. The mobile number previously issued will no longer be used.

Cancelling Bookings

Bookings cancelled with less than 48hrs notice will still be charged in full, to cancel a booking you will need to call the school 01922 710613 or email postbox@woodlands.walsall.sch.uk.

Emergency Number

We have an emergency number which MUST only be used to contact Woodies staff during your child's session time, (7:30am – 8:40am and 3:30pm – 5:55pm) – **07471 553461**. This number is for emergency contact only and cannot be used to make or discuss bookings.

Thank you for your support

Woodies Team