COPPICE
SCHOOL

"A Learning Trust for Excellence School"

COPPICE PRIMARY SCHOOL
TRINITY ROAD, FOUR OAKS,
SUTTON COLDFIELD,
WEST MIDLANDS
B75 6TJ
www.coppiceprimary.org
Headteacher: Mrs. S. Lees

"Reaching New Heights"

Dear Parents/Carers of Treetops children,

ONLINE BOOKINGS NOW OPEN

Spring Term Tuesday 7th January 2025 to Friday 11th April 2025

Hope this communication finds you all well and looking forward to our next break.

The online bookings system in now available on School Money for Treetops sessions Spring Term (Tuesday 7th January 2025 to Friday 11th April 2025). The online booking will remain open until 12 midnight **on Sunday 5th January 2025**.

Please remember you are now booking **per term,** as per the communication sent to parents 4th June 2024, and there are changes to the sessions available to book.

- Breakfast session is from 730am only
- Afternoon sessions are till 5pm or 6pm
- If your child attends an extra-curricular club (football/tennis/lego etc) and you wish for them to attend Treetops after you will now need to reserve your child's space from 330pm

If you visit the school website and scroll to the bottom and all the latest documents are available.

https://www.coppiceprimary.org/treetops-before-and-after-school-club-1/

Any child not booked in by this deadline there will be a charge. The Late Advanced Rate Booking Admin Fee of £25 one-off fee or £1.50 ad hoc fee per session booked (whichever is the lesser amount) is charged when the Treetops admin team have to book your child in after the online booking system has been removed from School Money, as per the Parent Information Booklet fees.

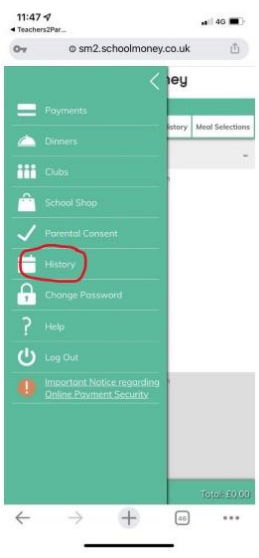
Please make sure you book/reserve all sessions required and make payment accordingly.
If you pay via School Money and a bank card you need to make payment at the time of booking - DO NOT RESERVE AND PAY LATER

If you pay via a childcare voucher scheme or HMRC reserve the sessions and make payment via your childcare voucher provider straight after. HMRC users please send an email confirming your child's unique HMRC code, date of payment and amount paid.

REMEMBER YOU NEED TO PUT ALL SESSIONS IN YOUR BASKET AND CLICK PAY EVEN IF YOU ARE RESERVING OTHERWISE THE SESSIONS DO NOT RESERVE.
RESERVING WILL NOT CHARGE YOU ANYTHING, IT ASKS TO PAY £0, BUT CONFIRMS THE PLACE FOR YOUR CHILD.

ONCE BOOKED PLEASE CHECK THE HISTORY TAB TO ENSURE THE SESSIONS HAVE BOOKED/RESERVED. SESSIONS BOOKED/RESERVED SHOW AS GREEN IN HISTORY TAB - GREY MEANS THEY ARE NOT BOOKED.

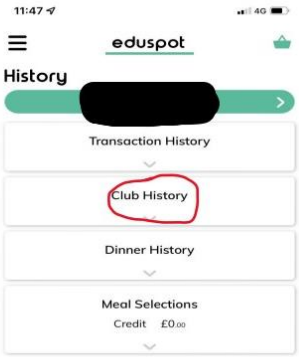
School Money Online Screen Shots





School Money App Screen Shots





Here is the link to the school website where you can find user guides on how to book if unsure. Scroll to the bottom of the page and there are two PDF users guides.

https://www.coppiceprimary.org/treetops-before-and-after-school-club-1/

Many thanks and hope you have a lovely summer holiday.

The Treetops Team

Remember to check the website where you can find how to book sessions via School Money, childcare voucher information, up to date contact numbers and the Parents Information Booklet

Treetops