



The Vine Inter-Church Primary School
The Vines
Upper Cambourne
Cambridgeshire
CB23 6DY

Headteacher: Mr P Hynes

August 2025

Dear Parent/Carers

This booking information needs to be read in conjunction to The Breakfast and After School Club Policy, Admissions and Fees policy document, when you register your child for The Breakfast and After School Club via Kids Club HQ you are agreeing to this policy.

The school operates a booking system for booking and paying for The Breakfast and After School Club sessions, this system is called Kids Club HQ, and we require all parents/carers to book their sessions this way.

Regular bookings are based on a contract system, if you are already registered on the Kids Club HQ system you will have already set up your contracted/booked sessions, these are invoiced monthly in advance. If you wish to change your contracted hours, we require ONE MONTH'S notice in writing. Please note that charges will apply even if your child does not attend, including attendance at an alternative club or absence from school.

If you are a new parent/carer to our system then to begin making bookings/requesting contracts for your child(ren) on our system, you will need to register first, please follow this link:

[The Vine Inter-Church Primary School](#)

Follow the on-screen instructions to create an account:

- You will be prompted to confirm your email address, password, first name, last name and the best contact phone numbers for you.
- You will then need to accept the privacy notice, which you can read first by clicking on it. Once you've entered all this information you can select Create Account.
- You'll then be automatically logged in and taken to the welcome page.
- To help you get started making a booking or requesting a contract, you'll see on this page a link for a guide on how to request a contract and a guide on how to make an ad-hoc booking, for regular bookings we recommend creating a contract.

If you just require ad hoc bookings this can also be done via our **Kids Club HQ**, and you will need to register for an account in the same way as described above.

For any **ad hoc bookings** the system will charge you as you book and the sessions are payable when they are booked.

If your child/children will not be attending for any reason, such as illness or a prior commitment, please contact us. You can do this by emailing asc@thevine.cpmb.sch.uk or by sending a text to our mobile, **07849 089 453**. If you need to contact us during a session, please email or call the above number.



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The clubs are a great space for pupils to socialise, have fun, and we can also help your child with homework and reading, taking some of the pressure off you at home.

Our clubs are very good value, the fee for 1 hour is currently £7.00, 2 hours £11.50 and 3 hours is £14.50 per session for After school club and £5.00 for Breakfast Club session.
If you have any questions, please do not hesitate to contact us.

We look forward to welcoming your child to Breakfast and After School Club.

Yours faithfully

Breakfast and After School Club Team
The Vine Inter Church Primary School