



The Raleigh School

The Continual Pursuit of Excellence

Member of the South Farnham Educational Trust

✉ Northcote Crescent, West Horsley,
Leatherhead, Surrey, KT24 6LX

☎ 01483 282988

✉ info.raleigh@sfet.org.uk

🌐 www.theraleigh.org

Headteacher: **Mrs Elizabeth Carter-McQueen**

03 July 2025

Dear Parent / Carer,

Wraparound Care – Booking for Autumn 2025 Now Open

Over the past 12 months, we are pleased to have significantly increased our wraparound care provision to meet the growing needs of our school community. Our high-quality before-school care, Earlybirds, runs from 7:40am to 8:40am, and our after-school care, Shipmates, runs from the end of the school day until 5:45pm.

As you will be aware, all of our school booking services, including wraparound care, are moving from ScoPay to My Child at School (MCAS). During this transition, please read the information below carefully to ensure your child's wraparound care is correctly booked.

Bookings for the Remainder of the Summer Term

Bookings for the summer term will continue as usual via ScoPay – there is no change to the process for sessions taking place before the end of this academic year. If you require any ad-hoc bookings before the end of term, please continue to contact the school office directly.

We kindly ask that all outstanding payments are cleared as soon as possible, and no later than the end of term, in order for your child to remain eligible for wraparound care from September.

Bookings for Autumn Term 2025

From the start of the Autumn Term, all wraparound care bookings must be made in advance using our new system, MCAS. This platform offers families greater flexibility, allowing you to select and book individual sessions up to 72 hours (three days) in advance. Please note that all payments for wraparound care sessions from September onwards must be made at the time of booking.

Whilst we strongly urge families to ensure they have booked sessions no later 72 hours in advance via MCAS, a limited number of places may still be available on the day by contacting the school office directly. However, these are not guaranteed and will depend on availability. Any cancellations must be made no later than 72 hours before a session. Cancellations within 72 hours will need to be reported to the office and are non-refundable.

As we move to this new flexible booking method, please be aware that existing 'regular bookings' will not automatically be rolled over. Parents requiring regular wraparound care should book their required sessions using the timetable within MCAS, making payment for sessions at the time of booking. We would like to reassure parents that, as long as bookings are made in advance, their child's wraparound provision will be secure.

Families who pay by childcare voucher can continue to do so by making a payment through their voucher provider in the usual way. Once confirmation of the payment is received by the school office, it will be credited to your MCAS account and can be used to book wraparound care. Please be aware that voucher payments can take up to five days to be processed and credited to MCAS accounts.

To book your sessions, select *Wraparound Care* in MCAS and you must first 'enrol' your child to the wraparound care that you wish to book. You can then select the sessions that you wish to book.

Please follow the instructions on the next page for instructions on registering your child's sessions.



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Once you have 'enrolled' your child, it will display 'awaiting confirmation'. To select your session, click on either Earlybirds or Shipmates again to access the timetable:

📌 Wraparound Care (Earlybirds & Shipmates) Thomas's upcoming wraparound bookings YOU ARE HERE: # Dashboard > Wraparound Care (Earlybirds & Shipmates)

Thomas's Wraparound Care Clubs

Wraparound Care Club Name	Teacher	Next Booked Session	Start Time	Room	Cost/Balance
Earlybirds - Autumn 2025	Mrs G Gentile	Awaiting Confirmation	07:40	Main Hall	£0.00
Shipmates - Autumn 2025	Mrs G Gentile	Awaiting Confirmation	15:20	Main Hall	£0.00

Available Wraparound Care Clubs (click or tap a club to view more details and sign up) Hide fully booked events

Wraparound Care Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost
No bookings made.						

Club/Trip Detail - Thomas

Type: Club **Main Teacher:** Mrs G Gentile

Club Name: Earlybirds - Autumn 2025

Description:

Next Session:

Start Time: 07:40

Session Length: 60 mins **Cost Per Session:** £8.00

Sessions: Spaces Available Session Full Enrolled/Booked Sessions Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Proceed', your child will be enrolled into all the sessions you have chosen.

← Previous
Next →

Week Beginning	Monday	Tuesday	Wednesday	Thursday	Friday
01/09					
08/09					
15/09		✓			✓
22/09			✓		
29/09				✓	
06/10					

Proceed
Close

Use the timetable to select the sessions you wish to book and click proceed. This will prompt you to make a payment. Once this has been completed, you will receive confirmation that your child's sessions are booked. You will be able to see which sessions you have booked as they will appear as green on the timetable. Sessions can also be cancelled using this timetable up to 72 hours before the session by clicking on a booked session.

Please note that bookings for siblings must be made separately by switching profiles, to ensure each child is correctly listed on the register.

We are pleased to be able to offer this added flexibility as part of our ongoing work to simplify school systems and bring everything into one easy-to-use app. This approach to wraparound care booking also enables our office team to focus more of their time on supporting the smooth running of the school.



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If you have any questions about wraparound care or need help with the booking process, please don't hesitate to contact the school office who will be happy to help.

Yours sincerely,

Mrs Carter-McQueen
Headteacher



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