



HOW TO BOOK AND PAY FOR ACTIVITIES

Please complete the Extra Curricular Booking Form for the relevant terms

BOOKINGS WILL NOT BE ACCEPTED WITHOUT A COMPLETED BOOKING FORM AND PAYMENT

Payment/s should be made using either post-dated cheques, childcare vouchers or cash.

CHEQUES

- Please make cheques out for **both terms** dated for the first day of each term (exact dates are shown on the booking form).
- Write the cheque out for the correct amount (amounts payable are shown on the booking form).
- One combined cheque can be made out for all OCC activities for each term.
- Please look **carefully** at whom cheques should be made payable to.
- Please write clearly your child's name and the activity/ies that it is for on the back of each cheque.

PLEASE NOTE THAT YOU MUST BOOK FOR THE ENTIRE TERM FOR ALL CLUBS. IT WILL NOT BE POSSIBLE TO PAY DAILY FOR ANY ACTIVITIES.

- Submit the completed **BOOKING FORM**, appropriate cheques, cash or copy of childcare payment instruction **in an envelope** to the school office.

CHILDCARE VOUCHERS

These can be used to pay for clubs run by school i.e. any club where payment is made to OCC. Charlbury School is currently registered with several different providers, full details can be found on the My Time notice board in reception or on the school website. When making a payment using these voucher schemes, please use your child's name and club details as a reference. If you would like us to register with any new providers, please contact the school office.