



Layton Primary School

Headteacher: Mr Jonathan Clucas
Acting Deputy Headteacher: Mrs Clare Scott

Friday 28th January 2022

Breakfast Club and After School Club Bookings – Change to Procedure

Dear Parents and Carers,

After careful consideration and feedback from parents, we are changing the way that Breakfast and After School Club sessions are booked. From Tuesday 22nd February, all places must be booked online using the ParentPay system. This will be similar to booking school meals. **As you will need to book sessions in advance, we will inform parents once the system is live and you can book your child's place.**

We are aware it can sometimes be difficult to pay for the month in advance, therefore the new system will allow parents to book for the sessions they want for the week ahead (sessions must be paid for at the time of booking). The booking system will close 48 hours before the day of attendance at the club; cancellations after that time will not be accepted. **We will no longer accept bookings on the day, unless for extreme circumstances/emergencies.** If this is the case, you must phone the school office and make payment during the call with a debit/credit card.

Instructions for booking your child's place

- Log in to ParentPay, select your child's name, then 'Bookings'
- Select 'Make or view bookings' and then the drop down for the club you wish to book for
- Select any days you want to book and click on the "next week" button if you want to see future weeks.
- Press "confirm bookings" towards the bottom of the screen.
- **We encourage you to pay by debit or credit card at this stage – Bank transfers may fail or not settle in time, bookings will be cancelled if your account is not in credit.**

Information for parents paying via Childcare Vouchers (CV) and Tax Free Childcare (TFC).

1. Log in to your CV/TFC scheme and execute a credit in favour of Layton Primary – credits take two to three days to reach our bank account
2. Email exchequer@layton.blackpool.sch.uk to confirm your requirements and instruct how you would like your credit to be applied in ParentPay e.g. "I have sent a credit of £70 for (Child's name and class) for Breakfast/After School Club". This is helpful for us to allocate the payment to your account in a timely manner, otherwise there may be a delay which will prevent you from booking the club.

If you pay using the **Childcare Payment Grant System** you will need to contact the office to make bookings.

Please do not hesitate to contact us if you need assistance – the office team are happy to show you how to use the booking system. We advise parents to book within plenty of time, so that your child's place is guaranteed.

Yours faithfully,

Mrs Lisa Sheldon
School Business Manager

