



## **BOOKING SYSTEM FOR CIRCLES – PARENTPAY CLUB**

All Circles sessions must be booked and paid for via ParentPay and places are limited to 50 per session, so please remember to book your child into sessions in advance.

There are 2 booking sessions to choose from:-

- Breakfast Club
- After School Club

Within the After School Club sessions, you will be able to select the time you require, ie 3.20pm to 4.20pm etc.

Sessions will be open for booking up until 15 minutes before the start of the session:-

- Breakfast sessions *until 7.30am*
- Afternoon sessions *until 3.05pm*

Sessions will be added to ParentPay on a termly basis.

To make a booking:-

1. Login to ParentPay
2. Click on the name of the child you wish to make a booking for
3. Locate the menu (3 bars on top left hand side) and select **Clubs**
4. Then select **View Club**
5. Select the club you wish to book (eg Breakfast Club)
6. Scroll through the options and select the days you wish to book – you will be prompted to select the session time required (if relevant)
7. Press OK
8. Now select **Book Selected Sessions**
9. Press Confirm
10. You will be prompted to pay for the sessions you have booked (you have 15 minutes to complete the payment), unless you already have funds in your account.

**Please remember all sessions booked must be paid for at the time of booking.**

There are helpful instructions on ParentPay, which you can access via your account (Menu/Help/Help and Support) **then type in Clubs** and it will give you lots of helpful tips.



**To view sessions that you have booked:**

From your home page, click on your child's name Select 'clubs' from the left-hand side options.

Click 'view club' for the club you want to check.

This will show a calendar of booked sessions highlighted in green.

**To cancel a session:**

From the calendar of booked sessions, click on the date you wish to cancel.

Click 'yes' to confirm.

This will automatically apply a credit instantly to your club account which can be used against future bookings.

If you will not be booking any future session and want a refund please contact the school office who will arrange this.

**Childcare Vouchers/Government Tax-free Childcare Payments**

You will still be able to pay using childcare vouchers, however, as at present, school will need to add the payments onto your ParentPay account. It is important, therefore, that you please set these payments up well in advance of making your bookings to give us time to process the payment.

Once you have set up the payment, please email me on [jennings.j3@welearn365.com](mailto:jennings.j3@welearn365.com) to let me know. **At the same time please advise how you want the payment to be allocated, ie Before or After School Clubs, or alternatively it can be divided between both.**

It is possible for School to move funds between the items, if necessary, after the payment has been allocated.