



Homefield Church of England Primary School

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Dear Parents/Carers,

26th March 2021

Following on from our new tuck booking system, we are launching a similar method to book and pay for Breakfast and After-School Clubs. We have trialled this in school and it has shown early promise. This system will go live soon and will enable you to book for the week beginning Monday 12th April 2021.

All bookings can now be made and paid for more efficiently on ParentMail, without the need for booking via a Google Form. Immediate payment confirms your bookings; you will not receive further confirmation that your child is booked in. Sadly, without payment the booking is not made.

Bookings can be made daily by 4:00pm or made for up to two weeks in advance. After logging into ParentMail, head to Accounts and you will see the options for Breakfast Club and After-School Club. Clicking on this will show you a weekly timetable for up to two weeks ahead. Available days are in white, with unavailable days (weekends/holidays) in grey. Once your choices have been made and paid for on certain days, these will appear green. Days in yellow denote that a payment is yet to be made and are in the basket.

Once you click on the desired week/day, you will see the options and costs for Breakfast Club and for After-School Club. Please make your selection and once completed, head to the Pay Now button, usually towards the bottom.

Booking will close each working day by 4:00pm and staff will check this at this time and again in the morning.

Parents in credit on the current system will have their credit returned, and those parents in arrears will be contacted individually.

If any wrap around care is booked and the child is absent, the costs of these items will be refunded back to your balance ready for you to spend again should you wish to do so.

We appreciate your continued support and hope this sole system will improve the efficiency of booking.

Yours sincerely,

Bradley Young

Headteacher

