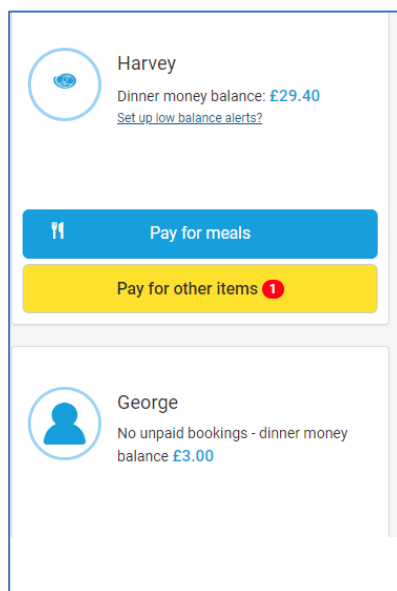
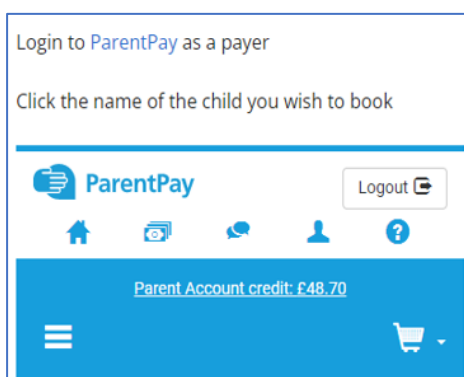


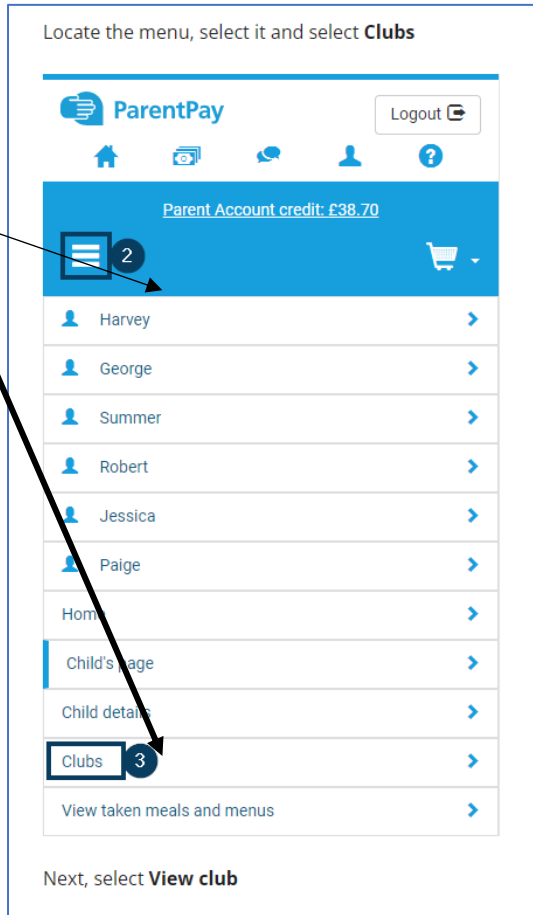


Instructions for booking and paying for Club/Nursery Wraparound

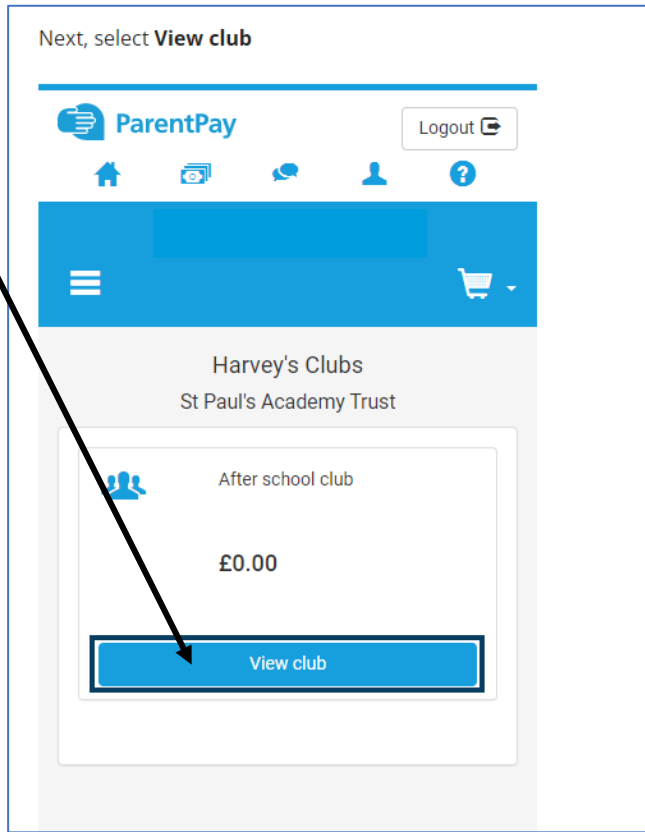
Log in to your parent pay account and click the name of the child you want to book the club for.



Once you have logged in and found the correct child, choose menu and select clubs



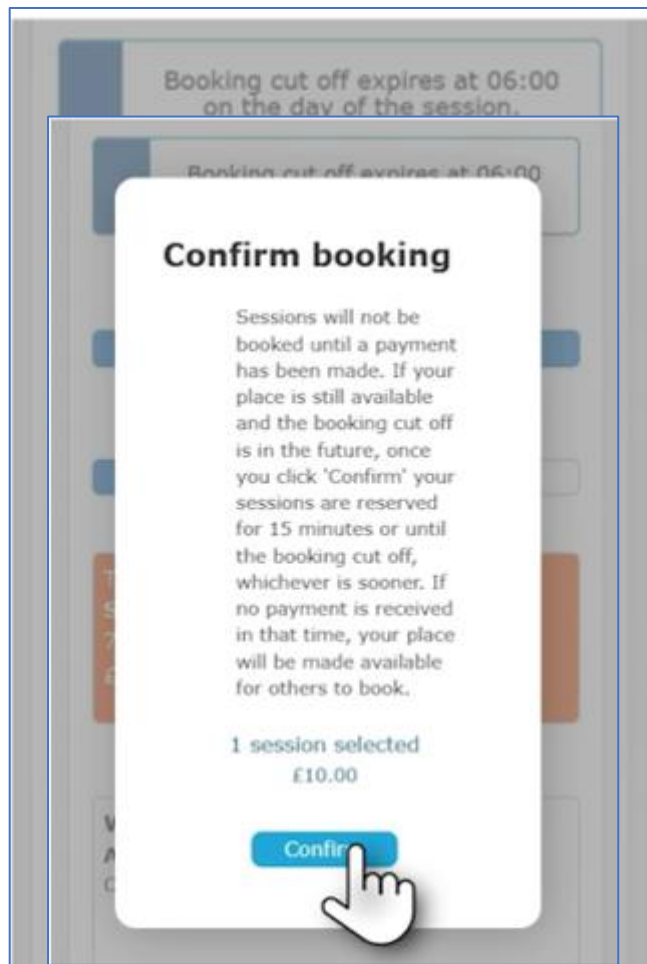
View the club you want to book



Select the slot you want to book eg

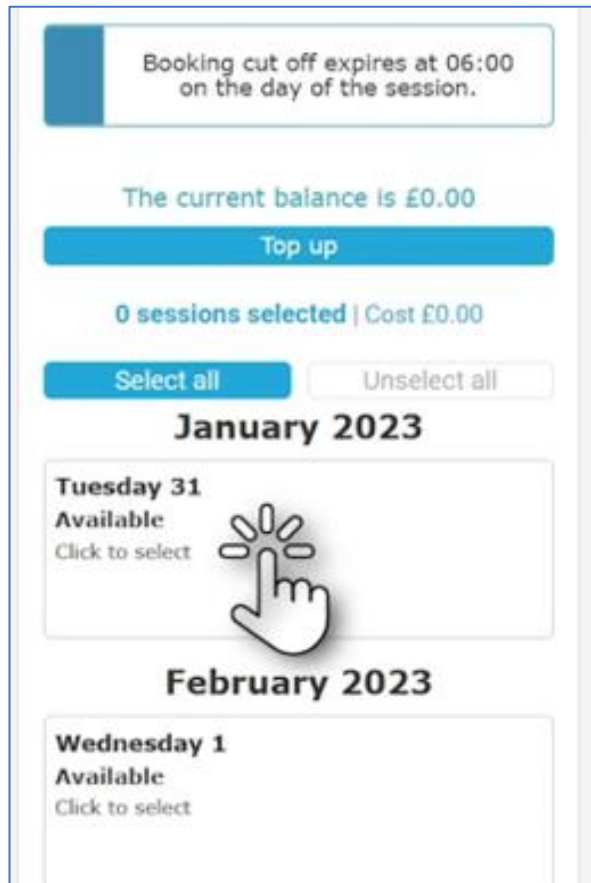
- Breakfast club before 8am
- Or
- After School Club up to 6pm

Click OK



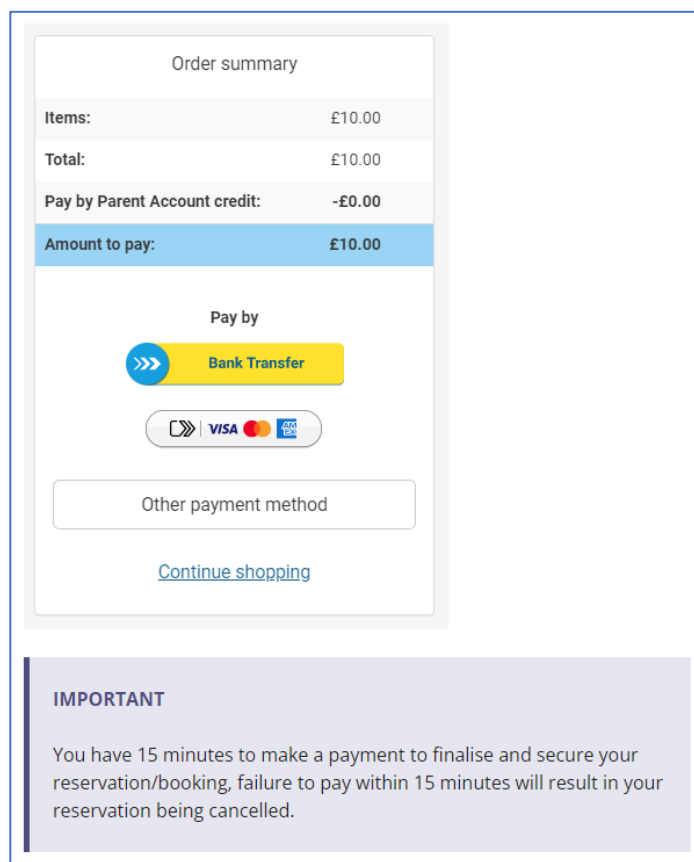
You will be asked to confirm your choice and booking by clicking confirm

You can select multiple sessions at a time



You will have 15 minutes to confirm and pay for your selection otherwise your booking will be cancelled.

You are able to top up your account and pay for your session by card or bank transfer.



FAQs

What happens if I don't book any sessions and just turn up? We will staff the clubs according to bookings. It may mean we don't have enough staff to meet the appropriate ratios to look after the children, so your child(ren) may be turned away.

What happens if I book for an up to 5pm slot but don't get there until 5.30pm? You will have pre-paid for the up to 5pm slot. Your child's attendance will be recorded (time of pick up) and your account will adjust to the correct payment costs. The next time you book your sessions this underpayment will be added to your booking.

Can I add a fixed amount to my Parent Pay account before I book my sessions? Yes - there is a top up option in the clubs section that allows you to credit a fixed amount in advance of booking any sessions.

What happens if I disagree with the pick up or drop off time? Our staff record entry and exit times of the children. We also have CCTV cameras on the entry door which record time stamped activity, so we can help you confirm the time your child arrived or was collected. Your payment will be adjusted accordingly.

Can I book days or weeks in advance? Absolutely. The sessions will be made live on a termly basis (they will be available in June (for Autumn term), October (for Spring Term) and February (for Summer term).

What happens if I am in credit and stop using any clubs? Once you notify us of this information we will refund any monies in credit back to you.

What do I do if I use Voucher payments for clubs? Please speak to the school office as these need to be credited to your account in a different way.

What happens if I pay in advance then have to cancel? Your child's attendance will not be recorded and the cost will be held in credit in your parent pay club account.

See booking and cancellation terms and conditions

How can I contact the clubs? The school clubs will have a mobile number from 6th November:

07547 104998

This mobile will only be in operation during school club hours and not checked during the day. If you have urgent information for BC or ASC between the hours of 8.45 and 3pm please call the office.

You can call or WhatsApp to let us know of changes.

You can also email

Breakfastclub@bsp.leeds.sch.uk
Afterschoolclub@bsp.leeds.sch.uk

For changes and updates.

Please do not use this number for bookings as these will not be accepted. You must book using the Parent Pay system or at the school office.

Booking and cancellations – Terms and Conditions

- All clubs must be booked and paid for in advance at the time of booking (with the exception of the voucher scheme)
- All cancellations must be completed by 1pm on the previous club day
 - Eg by 1pm on Monday for a Tuesday club
- The actual time slot will be charged
 - eg if the club is booked until 5pm and pick up is 5.15pm the higher rate will be charged (up to 6pm £11)
 - However, if the booking is until 6pm and the pick up is before 5pm then the lower rate will be charged.
- If you child is ill we will cancel the booking and not charge you. You must tell the office at the time of notifying that your child is ill
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