

EARLY BIRDS BREAKFAST CLUB AND OWLS AFTERSCHOOL CLUB

How to book Breakfast and Afterschool Club sessions on Parentmail

Login to Parentmail using your existing login details which you use for other items such as school dinners, uniform, Pre-school fees etc. If you have not registered already for Parentmail, please contact the school to request a registration email.

Click the 3-bar menu button on the top left of the page and go to 'Accounts'. Select either Early Birds Breakfast Club or Owls Afterschool Club. You should see your child(ren)'s names above the name of the chosen club.

If there is an amount in 'green' eg., £20.00 this is the current credit balance on your club account. If there is a zero amount in black eg., £00.00, you have no credit balance and you will need to make a payment when booking your session.

Select which day you wish to book – there is only one payment option for Breakfast Club.

When selecting your day for Owls Afterschool Club you will need to choose which session you require, £5.50 or £12.00.

The £8 session at Afterschool Club is for those children who are attending after an extra-curricular club only.

You can then select 'Continue' if it is a one-off booking, or 'Repeat' if you want the same session each week – you are currently able to book up to the end of term.

You will then get the opportunity to review your selection, chose 'Confirm' if correct or 'Back' if you need to make changes. If you have no credit balance, you will need to click 'Checkout' to pay to reserve the place. If you are in credit, click to pay now and it will deduct the amount from your credit balance, leaving an updated credit total.

The dates that you have booked and paid for will turn green, indicating that these days have been purchased.

Manual adjustments will be made for sibling discounts, if a session needs to be changed and the booking schedule has closed or to add monies to your account.

Parents/carers can add monies to their club accounts at any time by making a 'top-up' payment.

If you pay for clubs using either vouchers such as Edenred or Tax-Free Childcare with HMRC, once payments are received the amount will be allocated to your child's club account.

Regarding vouchers or HMRC payments, if you require an invoice, please speak to Mrs McPheat via the school office or email at lmcpheat@upshire.essex.sch.uk.

Please remember that the booking window closes 24 hours before the session is due to take place