

Appendix

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, 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 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.

For Breakfast/Early Adopters Breakfast Club when you select your day you will need to choose which session you require - £5.40 for the earlier session or £0 for the Early Adopters Breakfast Club, then, click 'Pay Now'.

When selecting your day for Owls Afterschool Club you will also 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. Parents/carers can add monies to their club accounts at any time by making a 'top-up' payment.

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.

If a session needs to be changed and the booking schedule is closed or for help adding monies to your account, please either contact the school office during normal opening hours 8.30am to 3.30pm or email Mrs McPheat at Imcpheat@upshire.essex.sch.uk

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.

If you require an invoice for vouchers, HMRC or Universal Credit payments please speak to Mrs McPheat via the school office or email at Imcpheat@upshire.essex.sch.uk.

Please remember that the booking window for all clubs will now close 2 days before the session is due to take place