

Smarties Booking System

Dear Parent/Carer,

After February half term our booking system for breakfast and afterschool club will be going online via your parentpay account. All future bookings and payments must be made online.

This means that when you make payment through your parentpay account you will be able to select which days you would like your child to attend at the same time.

Please note all bookings must be made at least 2 days in advance. Therefore, if you would like your child to attend on a Monday you must make sure you book no later than the Friday before.

Information on how to book in is detailed below.

If you require a last minute booking and have not booked in online 2 days in advance you must contact the school office on 0191 4244859 to check if your booking can be accommodated.

If you have any queries regarding the new system or need advice on your parent pay account please contact school.

Many Thanks

Mrs Gemma Newton
Administration Officer

How to book:

- Log into your parent pay account and select the breakfast or afterschool club item.
- Enter the amount due to be paid to cover the amount of sessions you wish to book (£3 for breakfast club/£7 afterschool club)
- Click on 'Make Booking'
- Click on the 'week commencing' drop down box and select the appropriate date then select make or view booking.
- Click on the sates you would like to book then select confirm booking.
- You will now be directed to the payment screen to pay the balance outstanding.