



18th July 2024

Dear Parents/Guardians

Re: Wraparound Care – Breakfast and Afterschool Club Bookings – updated procedures for September 2024

NPCAT have introduced a new online booking system for all Breakfast and After school Club bookings for September 2024 onwards.

All bookings for breakfast and afterschool club will now be made via ParentPay.

Please click on the link at the end of this letter for ParentPay Club booking guidance/instructions on how to make your booking and payment on ParentPay and how to view your booked sessions.

Parents/Guardians who currently pay by ParentPay:

Please follow the link at the end of this letter for ParentPay instructions on how to make your booking, you will need to have sufficient funds on your ParentPay account for a booking to be made.

Parents/Guardians who pay by childcare vouchers:

The office staff will now need to add your voucher payments onto ParentPay in advance of you being able to book the sessions. This could take up to 72 hours to be actioned from payment being made. Therefore, the following will apply for those parents paying by childcare vouchers:

Kiddivoucher or Fair Care payment – School receive notification of your payment 24 hours after this has been made by you – we will upload this onto your account within 48 hours of receipt of this remittance (term time only) and credit your account for you to be able to make bookings, therefore please ensure you make the payment in enough time for your account to be credited and your booking made. **Please clearly state if the payment is to be allocated against breakfast or afterschool club as if this is all allocated to breakfast club, you will not be able to book an afterschool club session and vice versa.**

ALL other childcare voucher/tax free vouchers – School do not receive remittances to say a payment has been made, therefore when you make a payment, please ensure you send your proof of payment through to us via the new

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Executive Headteacher: Mrs M Brown

St Edward's Catholic Primary School, Eastbourne Road, Linthorpe, Middlesbrough, TS5 6QS
Tel: 01642 819507 | Email: enquiries@stedwards.npcat.org.uk | Website: stedwards.npcat.org.uk

Part of the Nicholas Postgate Catholic Academy Trust



St. Edward's Wraparound Care email address below:

wraparoundcare@stedwards.npcat.org.uk

Once we receive notification of your payment, this will be added to your account within 72 hours (term time only) and allow you to then make bookings.

Please clearly state on your email if the payment is to be allocated against breakfast or afterschool club as if this is all allocated to breakfast club, you will not be able to book on afterschool club and vice versa.

Please ensure any payments made via vouchers that relate to September 2024 onwards clearly state on the email (or Kiddivoucher notes) that this payment relates to September 24 onwards so that it is allocated to your wraparound care account for the next academic year on ParentPay.

When to book for September 2024:

The new booking system on ParentPay will be available for bookings to be made for the Autumn Term on Monday 2nd September 2024 at 12 noon. This will give the office time to process voucher payments emailed to us over the summer holidays.

New reception starters will receive a ParentPay login during the first week of the Autumn Term and can begin booking for breakfast and afterschool club from Monday 9th September 2024.

Breakfast club can now be booked up until 3pm the day before the session. The register will then be passed to the breakfast and afterschool club staff ready for the following morning. Please do not turn up if you have not booked and paid for your session as the breakfast and afterschool club staff are unable to allow access to any pupil not on the register and you will be refused entry.

Afterschool club can be booked up until 1pm on the day of the session. Registers will then be passed to the breakfast and afterschool club staff and they will collect your child from their class at the end of the school day.

Both breakfast and afterschool clubs have 40 places available and you can now clearly see how many places are available when booking on ParentPay. If the session is not showing as available to book, this is because it is fully booked.

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Outstanding Balance:

Any parents/guardians with an outstanding balance on ParentPay/voucher payment for the current 23/24 academic year will not be able to make any bookings for the new academic year unless the balance is cleared by Friday 19th July 2024.

Cancellations/Refunds:

Refunds cannot be made once the sessions are booked as we will base our staff numbers on the amount of pupil bookings made, therefore refunds will only be issued if your child is absent on the day of your booking due to sickness.

New Prices for Sep 2024 – July 2025 are as follows:

Breakfast Club	7.45am-8.45am	£4.00
Afterschool Club	3.10pm-4.30pm	£5.00
Afterschool Club	3.10pm-6.00pm	£7.00

Late Charge:

We are seeing an increase in late collections. Please note from 3rd September 2024, late collection charges will apply in all circumstances for both 4.30pm & 6pm collections. We will charge £10 per half hour or part of, per child, to cover the cost of the staff who are legally required to stay. Please allow enough travel time to collect your child. Whilst late collection charges are on your account you will be prevented from making any further bookings until they are paid in full.

ParentPay Guidance/Instructions:

<https://parent-support.parentpaygroup.com/hc/en-gb/sections/15444205624209-Clubs>

If you have any questions regarding any of the above, please contact the school office who will be happy to assist you.

Many Thanks

Mary Brown
Executive Headteacher

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