

2024

# New Booking & Payment System for Clubs and School Meals

A GUIDE TO THE CHANGES TO BOOKING AND PAYMENT  
SYSTEMS EFFECTIVE FROM DECEMBER 2024

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# Online booking and payment system for Clubs & School Meals

## 1 Overview

The intention of this document is to provide parents with a high-level description of the new system to be rolled out for Spring Term 2025 and to highlight the changes they will see in terms of booking and payment processes.

We will no longer use any paper booking forms for Before and After School Clubs or for School Meals. Instead, we will use an online system.

Invoices will no longer be issued for Before and After School Clubs or 3:15 clubs. Payments will now be made at the point of booking.

The new system is part of the ParentPay online payment system that we currently use and therefore will already be familiar to parents. It will be used to book and pay for Before and After School Clubs, 3:15 Clubs, Holiday Clubs and School Meals (for Yellow and Blue Classes only).

The booking system is calendar-based and will allow parents to select dates and booking options, and payment will be made at the point of booking. Payment may be made by debit/credit card for all clubs and School Meals, whilst childcare vouchers and payments from tax-free childcare accounts may also be used for Before and After School Clubs, 3:15 Clubs and Holiday Clubs.

The system will be opened in early December 2024 for parents to pre-book Clubs and School Meals for Spring Term 2025.

The biggest change will be for parents who use tax-free childcare accounts and childcare vouchers to pay for school clubs. These payments will now need to be made in advance and applied to ParentPay accounts before they can be used to book clubs. In preparation for Spring Term bookings, parents who wish to use tax-free childcare accounts and childcare vouchers are advised to plan for and arrange payment to top up their ParentPay account by the 17th December.

Children with additional needs requiring additional adult support should please speak to Miss Townsend or Mrs Moss to ensure that additional staffing and funding are available before booking sessions for children for Before School club, After School Club, Holiday Club or 3:15 Club.

A further detailed 'A Parent's Guide to ParentPay Clubs' document will be made available in the coming weeks. This will explain to parents how to use the new booking and payment system and will include screenshots as a guide.

## 2 Before and After School Club

### 2.1 Pre-Booking & Payment

Currently, parents are invoiced at the end of each half term for any sessions they have booked and used in our Before or After School Clubs. Going forward, parents will be asked to pre-book sessions via the online system and pay at the point of booking. Payment can be via debit/credit card, tax-free childcare accounts or by childcare vouchers. See the '[Using Tax-free Childcare Accounts and Childcare Vouchers](#)' section below for further details.

Sessions can be booked daily, weekly, bi-weekly, half-termly or termly – whatever works for each family.

Via their ParentPay account, by means of a calendar, parents will have full visibility of sessions booked for each club and can amend the booking option or cancel sessions up to 11:59pm on the day of the session.

### 2.2 Booking Options

Each session booked will have an associated booking option. The Before School Club will have a single booking option but there will be several different booking options available for the After School Club, each with its own price.

Before School Club	7:15am-8:15am	£7.05
After School Club	3:15pm-4:30pm	£7.05
	3:15pm-6:00pm	£14.10
	4:00pm-4:30pm (following a 3:15 Club)	£3.05
	4:00pm-6:00pm (following a 3:15 Club)	£10.25

### 2.3 After School Club booking following a 3:15 Club

Where a child will attend a 3:15 Club prior to an After School Club session, parents should select either of the 4:00pm booking options. These options are charged at a discounted rate to account for the 3:15 Club already charged.

## 2.4 Changes to Bookings

Bookings can be amended by parents, for instance to extend a 4:30pm session booking to a 6pm session booking or to cancel a 6pm finish if an earlier pickup is possible. Changes can be made up to 11:59pm on the day of the session.

The system will automatically adjust the payment to account for an extra session or a cancelled session at the point of amendment. Any charges or refunds will be made to the child's ParentPay balance for that club.

## 2.5 Unplanned After School Club Sessions

Where children are sent to After School Club at 3:15pm on an unplanned basis, due to a late pick-up, parents will be expected to book that session and they should do so, up to 11:59pm that same day.

The After School Club administrator will review the registers each week to determine if parents need to be charged for any used but un-booked sessions or be refunded for any unused booked sessions each week.

## 2.6 After School Club Administrator Checks

Parents are responsible for selecting the correct booking option for each Club session booked for their child. Registers will be checked weekly to ensure accurate payments have been made. Parents will be notified by the system if any amendments or new bookings are made on their behalf by the ASC administrator. Any changes made will be visible to parents within the calendar for each club.

### 3 3:15 Clubs

3:15 Clubs are advertised termly and are available to book by particular classes. Using the new system, parents can only see and book clubs which have been assigned to their child's class.

Individual 3:15 clubs have their own calendars. The sessions for each 3:15 club run on the same day each week for the whole term. They are block-booked and will be paid for in full at the time of booking. Payment may be by debit/credit card or by childcare vouchers or tax-free childcare account, if they have already been applied to the child's ParentPay account. See the '[Using Tax-free Childcare Accounts and Childcare Vouchers](#)' section below for further details.

Day	3:15 Club	Classes	Spring Term 2025 Price
Monday	RugbyTots	Green, Purple	£81.62
	Pick n Mix	Purple, Yellow & Blue	£62.54
Tuesday	Choir	Green, Purple, Yellow, Blue	£62.54
Wednesday	EY French	Nursery, Red	£62.54
Thursday	Football	Purple, Yellow & Blue	£81.62

### 4 Holiday Clubs

The school runs Holiday Clubs over both the Easter and Summer holidays.

Within the ParentPay system, the holiday club will display its own calendar highlighting the dates for which the club will run. Parents can select the days within that calendar to book a place for their child.

The Holiday club will have the following booking choices, each with its own price:

Holiday Club	Full Day - £35
	Half Day - up to 5 hours - £17.50

Payment is made at the point of booking and may be by debit/credit card or using childcare vouchers or tax-free childcare accounts, if they have already been applied to their ParentPay account. Please see the '[Using Tax-free Childcare Accounts and Childcare Vouchers](#)' section below for further details.

As with the Before and After School Clubs, parents may make amendments and cancellations via their ParentPay account, up to 11:59pm on the day of each session.

The system will automatically adjust the payment to account for an extra session or a cancelled session at the point of amendment. Refunds will be applied to the child's balance for that particular club.

## 5 Using Tax-free Childcare Accounts or Childcare Vouchers

Parents can use tax-free childcare accounts or childcare vouchers to pay for Before and After School Clubs, 3:15 clubs and Holiday Clubs, but not for School Meals.

### 5.1 Advance Payments

Parents will need to identify their Club booking requirements and arrange for payment to be made to School in advance. The funds must be available within ParentPay before any bookings can be made. Multiple vouchers or payments can be made throughout the year as and when required.

The steps involved are as follows:

- Parents identify the Club sessions required for each child for as far ahead as they wish to book (including any 3:15 clubs or holiday clubs)
- Parents calculate the value of vouchers or payment to be made
- Parents arrange payment to school
- Parents advise the Finance Administrator
- Payment must clear school bank account
- Finance Administrator allocates funds within ParentPay to the child's account and clubs specified
- It can take up to 10 days for funds to clear our bank account and be available in ParentPay account

The Finance Administrator must be advised of the specific club balances to be topped up and the amounts to be allocated to them, for each child. Funds must be available in each child's account before any bookings can be made.

Parents are advised to make payments well in advance of their intention to use them – we suggest doing so at the end of the half term before they are required.

### 5.2 Estimating the value of childcare vouchers required in advance

#### 5.2.1 Before and After School Clubs

To estimate the value of the payment parents will need to make in advance for Before and After School Clubs, they will need to identify their childcare needs for the coming half term and use the costs displayed in the [Booking Options](#) section to calculate the likely amount due.

#### 5.2.2 3:15 Clubs

3:15 Club costs vary depending on the number of weeks per term. 3:15 Club information is made available to parents in advance of each new term. Please see '[3:15 Clubs](#)' above for the prices for Spring Term 2025. To pay with a tax-free childcare account or childcare

voucher the payment must be applied to the child’s 3:15 Club account in advance of the new term.

### 5.2.3 Holiday Clubs

Holiday Clubs are charged at a rate of £35 per full day and £17.50 per half day (up to 5 hours). To pay with a tax-free childcare account or childcare voucher payment must be made and have been applied to the child’s Holiday Club account in advance of booking.

## 5.3 Notify the Finance Administrator

Tax-free childcare payments or vouchers may be allocated between siblings’ accounts and may be applied to different clubs. They must be applied to each club in advance in order for the funds to be available for use during the booking process.

Parents must notify the Finance Administrator via email [finance@blackwell.worcs.sch.uk](mailto:finance@blackwell.worcs.sch.uk), each time they intend to use tax-free childcare accounts or childcare vouchers as payment.

Parents may pay for multiple clubs in one single Childcare Voucher or tax-free childcare account payment, and they will need to provide a breakdown of the individual clubs to which the payment is to be allocated along with the amount for each. If a single payment is to be used for multiple children, then this information must be identified for each child.

The following information will be required:

<b>Parent’s Name:</b>		<b>Date:</b>	
<b>Total Amount Paid:</b>		<b>Voucher Company Name OR TFC Reference No:</b>	

<b>Child 1 Name:</b>				<b>Class:</b>	
<b>Club</b>	<b>BSC</b>	<b>ASC</b>	<b>3:15 Club Name</b>	<b>3:15 Club Amount</b>	<b>Holiday Club</b>
<b>Amount:</b>					

A new [form](#) is available via the school website. Please use this when reporting voucher and tax-free childcare payments to the Finance Administrator.

**It is each parent’s responsibility to keep tax-free childcare payments or voucher levels up to date if they wish to use them.**



## 5.4 Initial Cross-over from Invoice payments to ParentPay payments

As this system is first introduced, there will be a point where there will be a cross-over between the two payment systems. Parents will receive an invoice for Autumn Term 2 after-school club payments in early January. We kindly ask that the voucher or tax-free childcare account payment for this invoice is kept separate from those that you will use for the new system. You do not use the new form to advise the Finance office of this payment as it does not relate to the new ParentPay Clubs system.

You will be making the voucher or tax-free childcare account payment for the Spring Term Club bookings via the new system, in December. While you will be paying for the Autumn Term 2 invoice in late January.

## 5.5 Nursery Families

Families of Nursery children should use the new ParentPay system to book and pay for after-school club sessions and holiday clubs. However, for now they will continue to receive an invoice in arrears for Nursery fees and charges.

The payment for advance bookings for after-school club will be due a couple of weeks before the end of each half term. The payments for Nursery fees invoice payments will likely be requested a couple of weeks into a new term.

We kindly ask that if for any reason you need to raise a voucher or tax-free childcare account payment that covers both an invoice payment for Nursery fees and a payment for after-school club bookings via the new system, that you very clearly identify the amounts due for each type of payment.

A new [form](#) is available via the school website. Please use this when reporting voucher and tax-free childcare payments to the Finance Administrator.

Payments for nursery fees invoices should quote the invoice number which will have a prefix of 'BSLI' together with the amount being paid.

<b>Parent's Name:</b>		<b>Date:</b>	
<b>Total Amount Paid:</b>		<b>Voucher Company Name OR TFC Reference No:</b>	

<b>Child 1 Name:</b>					
<b>Class:</b>	<b>NURSERY</b>				
<b>Club</b>	<b>BSC</b>	<b>ASC</b>	<b>Nursery Fees</b>	<b>Invoice No.</b>	<b>Holiday Club</b>
<b>Amount:</b>				<b>BSLI.....</b>	

## 5.6 Unplanned Club Bookings

If additional club bookings are required but there are insufficient funds in that club's account, then a debit/credit card payment will be required to complete the booking.

ParentPay accounts can be topped up as required by making repeated payments from tax-free accounts as described above, or any shortfall covered by debit/credit card payment.

## 6 School Meals

For Yellow and Blue Class children only, school meals will now be booked and paid for in advance using the same calendar-based interface as for booking before and after-school clubs.

### 6.1 How to book a meal

The School Meals calendar will display each of the days within a half term and parents can click to select each day that they wish to purchase a meal for their child. The system will total the amount due and parents will pay via debit/credit card.

### 6.2 Benefits to parents

The calendar will highlight the days for which a meal has been purchased so parents can easily check when their child will have a school meal. Parents can return to the calendar at any time to purchase additional meals or to cancel a future meal which has already been paid for. Any refunds will be made to the child's ParentPay balance for School Meals.

### 6.3 Flexible booking/payment

Parents can choose to purchase meals weekly, bi-weekly, monthly or half-termly, but must ensure that meals are booked in advance.

### 6.4 School Meal Menus

Parents will still receive the school menus via ParentApps and if required, paper versions from the school foyer. There is no longer a requirement to return meal selections on a printed menu to the school office. The office will have visibility of the days for which a meal has been purchased.

## 6.5 Office Administrator Checks

Parents are responsible for booking school meals for their child. Registers will be checked weekly to ensure accurate payments have been made.

### 6.5.1 Charges

If a child has taken a school meal which has not been paid for, then the Office administrator will charge the child's ParentPay account accordingly. Parents will then be required to make payment. Any charges will automatically be added to the basket the next time an additional meal is purchased.

### 6.5.2 Refunds

Likewise, if a child did not take a meal which has been paid for, the Office Administrator will refund that meal price to the child's ParentPay account.

Parents will be notified by the system if new bookings are made on their behalf by the Office Administrator and these will be visible in the School Meals calendar within the child's account.