

After School Club

Dear Parent/Carer

Children must be booked onto sessions for the After School Club and payment for the sessions made via the School Gateway.

NB - New starters. For children starting EYFS in September, you will only be able to book your child on the system after their first day of attendance. Please book via the school office for the first week. After this date please book using the School Gateway.

How to book and pay for sessions

The procedure is slightly different if using the App or the website:

App users:

When you sign in to the School Gateway, select the option for After School Club

On the next screen you can view your bookings, make a booking and view transactions (payments made)

Select 'Make a Booking'

You will then be given 3 options:

1. After School Club online payment - for card payments or bank transfers;
2. After School Club Childcare vouchers - for those using Childcare vouchers for payment.
3. After School Club Pupil Premium Only - for Pupil Premium children only, only select this option if you have received a separate email notifying you to use this option;

Select the relevant option

Select all the dates you wish to book then select the 'Book >' button at the top right

If you selected 'After School Club-online payment', select the 'Pay now >' button, select After School Club. Enter the amount and any allergies in the comments box (if none, enter n/a) and continue to make payment.

If you selected 'After School Club-Pupil Premium Only', select 'Book'.

If you selected 'After School Club-Childcare vouchers', select 'or Pay later' and inform us of when the childcare voucher will be processed and which Childcare Voucher scheme you are using.

Website users:

When you sign in to the School Gateway, select the option for After School Club

On the next screen you can select the days you wish to book and view the bookings you've already made.

Click on the days you would like to book and select the relevant option each time:

1. After School Club online payment - for card payments or bank transfers;
2. After School Club Childcare vouchers - for those using Childcare vouchers for payment.
3. After School Club Pupil Premium Only - for Pupil Premium children only, only select this option if you have received a separate email notifying you to use this option;

If you want to book every day for the whole year, click 'SELECT ALL' and select the relevant option.

If you want to book most days for the whole year, click 'SELECT ALL' and select the relevant option then deselect the days you don't want by clicking on them.

Once all dates have been selected click on 'BOOK SELECTED SESSIONS'

If you selected 'After School Club-online payment', select the 'BOOK NOW and PAY NOW'. Enter the amount and any allergies in the comments box (if none enter n/a) and continue to make payment.

If you selected 'After School Club-Pupil Premium Only', select 'BOOK NOW'.

If you selected 'After School Club-Childcare vouchers', select 'BOOK NOW and PAY LATER' and inform us of when the childcare voucher will be processed and which Childcare Voucher scheme you are using.