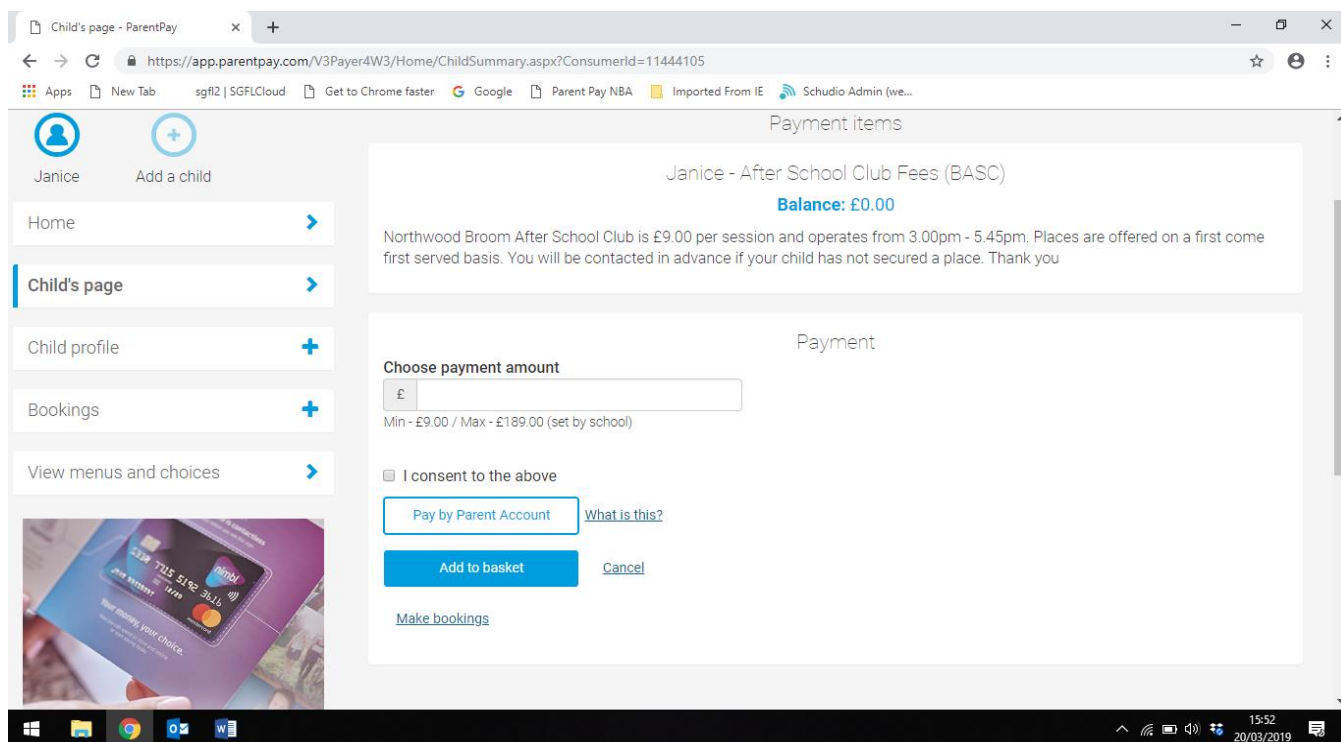


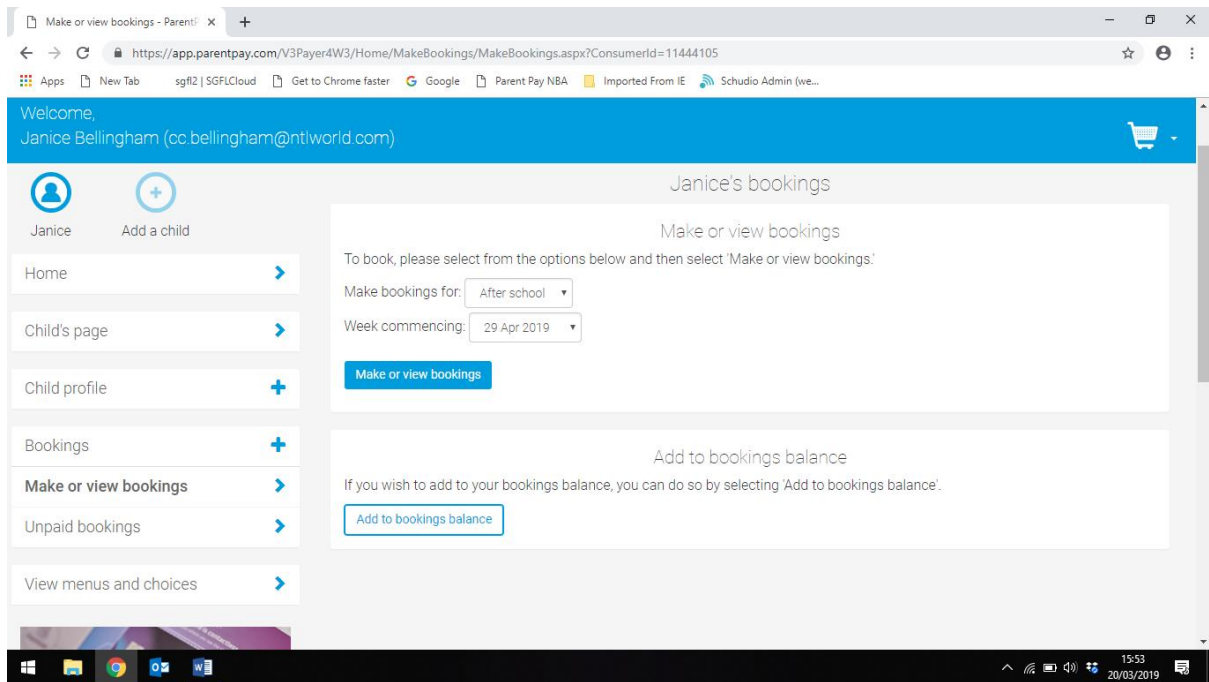
BOOKING & PAYING FOR BEFORE & AFTER SCHOOL (BASC) PLACES VIA PARENTPAY

PARENT/CARER GUIDANCE

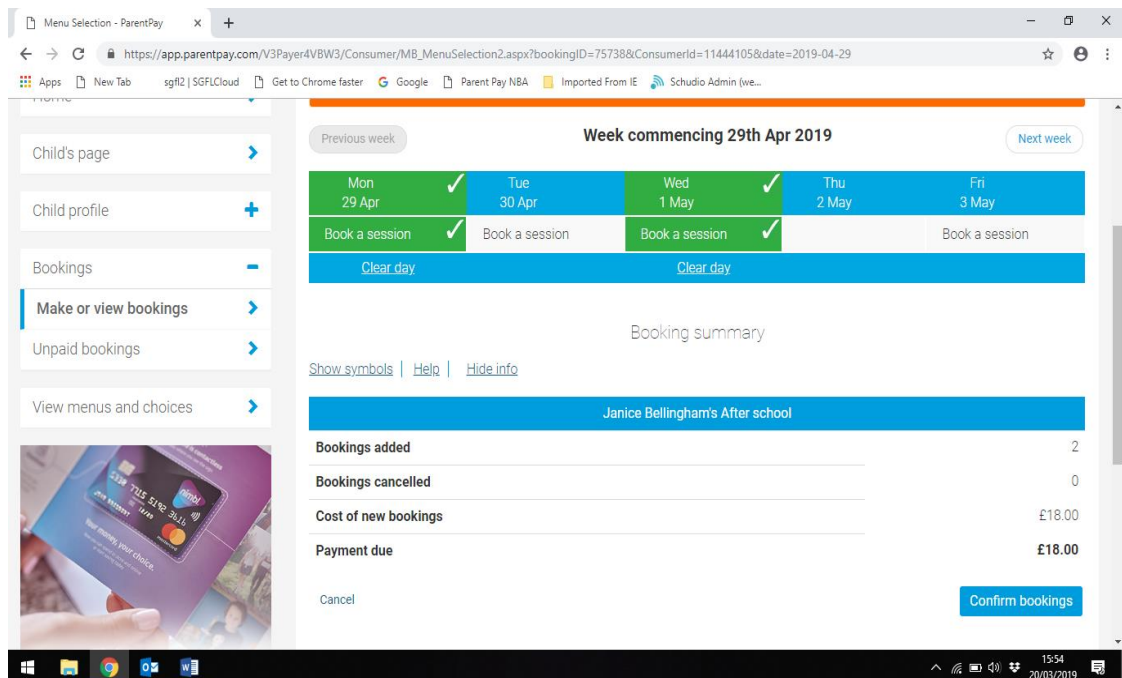
- Log into ParentPay as you would normally and click on the name of the child for whom you are booking places, then click on “View all Payment Items”
- “Breakfast Club Fees” and “After School Club Fees” payment items will both be displayed on the main page.
- Click on “View” to see the item(s) and you will be directed to the page below. You are able to add credit to the payment item here, but will **STILL NEED TO COMPLETE THE BOOKINGS**, as directed below; otherwise, we will be unaware of which sessions you require.



- Once on the page above, click on “Make Bookings” (the small text below “Add to Basket”)
- You will be directed to the next page (overleaf). This is the page where you are able to make bookings.
- Once on the page overleaf, click on “Make or View Bookings”

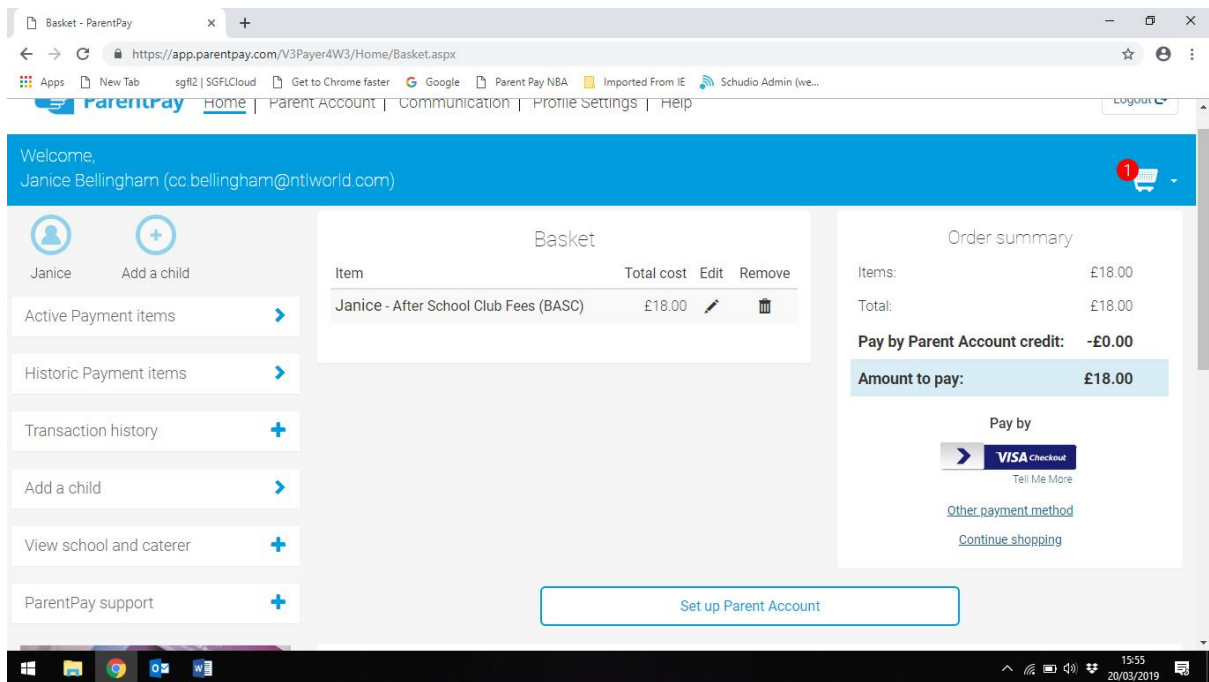


- When you have clicked on “Make or View Bookings”, you will be taken to the page below. To book a session, click on the individual day. The day will turn green and a white tick will appear to indicate selection. Click on “Clear Day” if the selection was made in error. Click on “Next Week” to change weeks.
- Click on “Confirm Bookings” once your chosen days have been selected

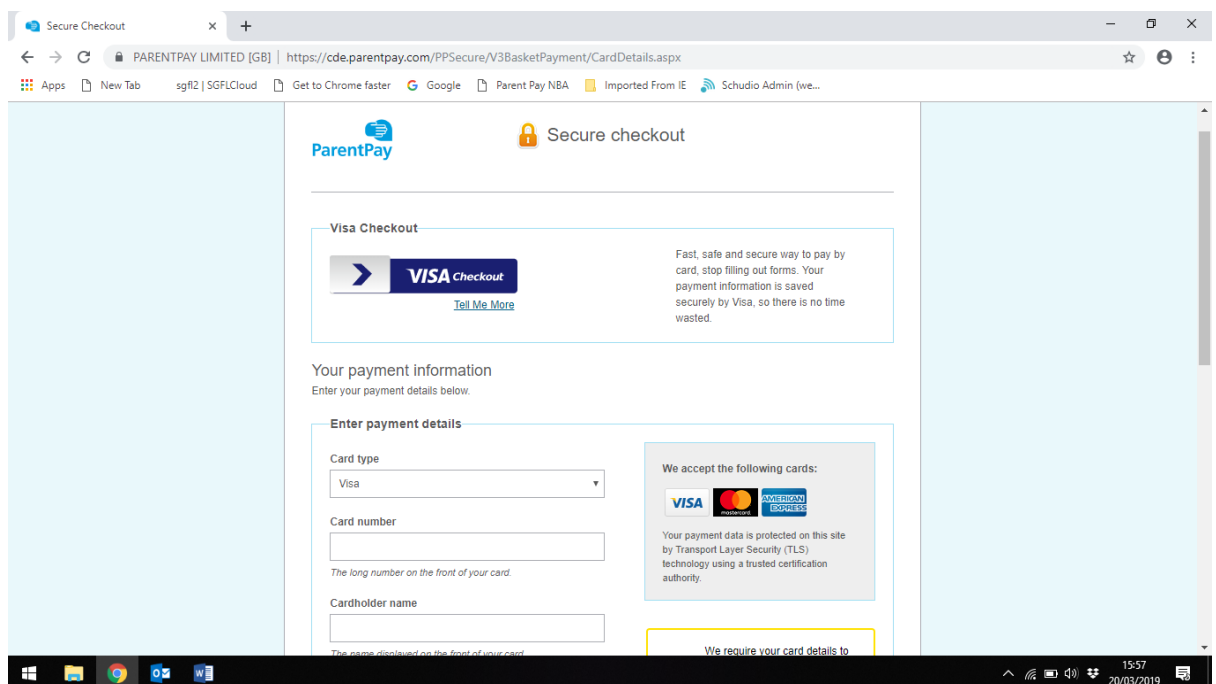


- Once you have confirmed your booking selections, you will be taken to the next page. This is where you pay for your items.

- **PLEASE PAY FOR YOUR BOOKINGS IMMEDIATELY.** Items left in your basket are **NOT** confirmed bookings and will be deleted by school management.



- Paying for your bookings is performed in the same way that you would pay for any other item on ParentPay. This is completed on the page below.



- Enter your card details and confirm payment. Your bookings are now complete.
- **Please remember – we are unable to accept children into before or after school club sessions who have not had a place pre- booked and paid for. Thank you**