

## Springfield Primary Academy

Springwood Crescent, Grimsby, N E Lincolnshire, DN33 3HG

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Website: www.springfieldprimaryacademy.net

Principal: Mr A Willett



Care, Collaboration, Challenge

## ParentPay: How to guide for bookings

Charges:

- Breakfast club 7.45am **£4 per day**
- Lunches **£2.25 per day** (*Please note if your child is on free school meals you still need to book but will not be charged on ParentPay*)
- Afternoon care until 4.30pm **£5 per day**
- After school care until 5.30pm **£7 per day.**

To book your desired dates please follow these steps: (Please note the view may be slightly different for each device)

- Log onto your ParentPay account
- Select your “**child’s name**” at the top left of the screen
- Select “**Bookings**” from the menu (three lines) on left of screen
- Select “**Make or view bookings**”
- In the “**make bookings for**” choose from the following in the drop down menu:
  - **Breakfast**
  - **Lunch**
  - **Afternoon** – please note this is for after school childcare up to 4.30pm
  - **After School** – this is for childcare up to 5.30pm
- Choose “**week commencing**” date
- Select “**Make or view bookings**”
- A weekly calendar will appear underneath. Click your required dates so they go green
- Select “**next week**” if you are wanting to book for more than 1 week.
- Once all your required dates have been selected, scroll down the page and select “**confirm bookings**”
- You will then need to pay for your bookings or continue shopping and pay once you have finished making all your desired bookings
- To pay click on the shopping trolley, the top right

***Please note the deadline for Breakfast and After School club bookings is 72 hours prior to your chosen date.***

***The deadline for lunches is the Monday prior to your chosen week, however this will be earlier where there is a half term or school holiday.***