

Springfield Primary Academy

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

Tel: 01472 230260

Email: office@springfieldacademy.net

Website: www.springfieldprimaryacademy.net

Principal: Mr A Willett



Care, Collaboration, Challenge

Friday 15th October 2021

Dear Parent

As you are aware we will soon be moving to MCaS (My Child at School). All communication including newsletters, payments, etc. will be placed through this. Please ensure you have activated your accounts.

Please note the following deadlines as we move away from ParentPay:

Christmas Merchandise to be booked on ParentPay by midnight **Monday 18th October**.

School meals – The 1st two weeks after half term to be booked on ParentPay by midnight **Wednesday 20th October**.

Castleton 1st Instalment to be paid on ParentPay by midnight **Thursday 21st October**.

Halloween Disco to be paid on ParentPay by midnight **Thursday 21st October**.

MCaS Bookings

Breakfast and afterschool club bookings for after half term can now be booked on MCaS. Please see booking guideline below.

Booking Breakfast/After school club (mobile)

- Select Breakfast/After school care from left menu or press the 3 lines at top of page.
- Choose either Breakfast or After school care.
- Enter amount of money you would like to add to your account for each.
 - £4.25 per Breakfast club session
 - £5.00 per After school care until 4.30pm session
 - £7.00 per After school care until 5.30pm session
- Click pay and complete checkout.
- You can now go back into Breakfast/After school care and book your required sessions by clicking on the required days.
- *Please note After school club will default to 5.30pm sessions. If you require 4.30pm sessions, select 4.30pm tab, above the calendar (so it turns blue).*
- Click to confirm.

Funds must be there before you can confirm your sessions. You must book your required sessions.

Booking Breakfast/After school club (computer)

- On your dashboard, click on “Outstanding Payments” – More button
- Enter amount of money you would like to add to your account for Breakfast / After school care.
 - £4.25 per Breakfast club session
 - £5.00 per After school care until 4.30pm session
 - £7.00 per After school care until 5.30pm session
- Click pay and complete checkout.

- Select Breakfast / After school care from the left side menu.
- Select your required sessions.
- *Please note After school club will default to 5.30pm sessions, if you require 4.30pm sessions, select 4.30pm tab, above the calendar (so it turns blue).*
- Click to confirm.

Funds must be there before you can confirm your sessions. You must book your required sessions.

Thank you for your patience as we move to our new system. Please do not hesitate to contact school if you have any problems accessing the new system.

Yours faithfully

A. Willett