

Wraparound Care Provision

Information, Booking & Payment Instructions

The following sessions can be booked online using your School Money (Eduspot) login:

Wraparound Care	Start Time	End Time	Cost per session	Notes	Available to Year Groups
Breakfast Club *	7:30am	8:40am	£3.75	Including a breakfast item & drink	Nursery – Year 6
After School Session	3:15pm	5:00pm	£10	Book either one of these sessions depending on end time required	Nursery – Year 6
After School Session	3:15pm	6:00pm	£12		Nursery – Year 6
After Clubs Session	4:15pm	6:00pm	£8	For children attending clubs until 4:15pm	Years 1 - 6

* Children **MUST** be brought into Breakfast Club by an adult to be signed in

- ALL sessions must be booked & paid for by the evening before attendance, at the latest.
- Places at each session are limited to 40 per day
- Breakfast Club - If you wish for your child to attend on the day (i.e. with no advance booking/payment), they will be added to the register upon arrival and you must make payment on the same day or ensure their Breakfast Club account is topped up with sufficient funds to cover the daily charge, using the Eduspot/Schoolmoney system. It will not be possible to use the provision if your child has arrears on their Breakfast Club account (see below) so please ensure their Breakfast Club account is topped up before bringing them in to Breakfast Club.
- Please call the school if you wish to enquire about your child attending an after school session without advance booking. If your child attends on the day, you must pay for the session on the same day of attendance (via Eduspot/Schoolmoney).
- No cash/cheque/voucher payments will be accepted for any wraparound care sessions
- If your child's Club account is in arrears by more than two sessions payments, they will be unable to attend any wraparound care session until the arrears are cleared (see the Charging & Remissions Policy for full details)
- Please see the following pages with instructions on how to book & pay for a wraparound care session using Eduspot/SchoolMoney (Breakfast Club has been given as an example, you should select the relevant session and date when booking)

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Refunds

- As we will be planning staff numbers based on the number of children booked into each session each day, it will not be possible to refund you if your child does not attend on a date they have been booked into. The only exception to this will be if your child has to isolate (in line with the latest Government guidance). Booking a place on any wraparound care session represents your agreement of this refund policy

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Booking your child into Breakfast Club

1. Login to your child's Eduspot/School Money account and click on the 'Clubs' tab on the left-hand side

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Payments

Dinners

Clubs (circled in red)

School Shop

Parental Consent

History

Important Notice regarding Online Payment Security

Pupil 1

Pupil 1 - Club Top Up £10.00 +

Breakfast Club - WC: Mon 05 Jul 2021 +

Breakfast Club - WC: Mon 12 Jul 2021 +

Pupil 2

Pupil 2 - Club Top Up £10.00 +

Breakfast Club - WC: Mon 05 Jul 2021 +

Breakfast Club - WC: Mon 12 Jul 2021 +

Joanne

Joanne - Club Top Up £10.00 +



Dinner Credit: £0.00

Club Credit: £0.00

Total To Pay: £0.00

Make Payment

Wraparound Care Provision

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Click on the + sign of the week you wish to book & pay for your child into Breakfast Club

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Payments

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Important Notice regarding Online Payment Security

Pupil	Description	Amount	Action
Pupil 1	Pupil 1 - Club Top Up	£10.00	
	Breakfast Club - WC: Mon 05 Jul 2021		
	Breakfast Club - WC: Mon 12 Jul 2021		
Pupil 2	Pupil 2 - Club Top Up	£10.00	
	Breakfast Club - WC: Mon 05 Jul 2021		
	Breakfast Club - WC: Mon 12 Jul 2021		
Joanne	Joanne - Club Top Up	£10.00	

Dinner Credit: £0.00

Club Credit: £0.00

Total To Pay: £0.00

Make Payment

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2. Click on the drop down and select 1) £<cost> for each day you wish to book & pay for (e.g. Monday, Wednesday & Friday in this example)

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Payments

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School Shop

✓ Parental Consent

History

! [Important Notice regarding Online Payment Security](#)

Pupil 1

Pupil 1 - Club Top Up £10.00 **+**

Breakfast Club - WC: Mon 05 Jul 2021 **+**

Breakfast Club - WC: Mon 12 Jul 2021 **-**

Monday: 1 - £4.00 (Cost per child per) **▼**

Tuesday: 0 **▼**

Wednesday: 1 - £4.00 (Cost per child per) **▼**

Thursday: 0 **▼**

Friday: 1 - £4.00 (Cost per child per) **▼**

Total £12.00 **Add To Basket**

Pupil 2

Pupil 2 - Club Top Up £10.00 **+**

Breakfast Club - WC: Mon 05 Jul 2021 **+**

Breakfast Club - WC: Mon 12 Jul 2021 **+**

Joanne

Joanne - Club Top Up £10.00 **+**



Dinner Credit: £0.00 Total To Pay: £0.00

Club Credit: £0.00

Make Payment

Wraparound Care Provision Information, Booking & Payment Instructions

3. Click 'Add to basket'

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Pupil 1

Pupil 1 - Club Top Up £10.00 **+**

Breakfast Club - WC: Mon 05 Jul 2021 **+**

Breakfast Club - WC: Mon 12 Jul 2021 **-**

Monday 1 - £4.00 (Cost per child per) **▼**

Tuesday 0 **▼**

Wednesday 1 - £4.00 (Cost per child per) **▼**

Thursday 0 **▼**

Friday 1 - £4.00 (Cost per child per) **▼**

Total £12.00 **Add To Basket**

Pupil 2

Pupil 2 - Club Top Up £10.00 **+**

Breakfast Club - WC: Mon 05 Jul 2021 **+**

Breakfast Club - WC: Mon 12 Jul 2021 **+**

Joanne

Joanne - Club Top Up £10.00 **+**

Shopping Cart Icon

Dinner Credit: £0.00 Total To Pay: £0.00

Club Credit: £0.00

Make Payment

VISA **MasterCard** **Bankcard** **TRUST**

Wraparound Care Provision

Information, Booking & Payment Instructions

5. Once all items are added to the basket (i.e. all days you wish to book & pay for), click Make Payment and follow the on-screen instructions to complete card payment

St Katherine's CofE Primary School

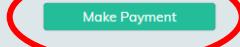
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Payments	Pupil 1	£0.00	Pupil 1	£0.00
Dinners	Pupil 1 - Club Top Up	£10.00	+ 	Breakfast Club W/C:Mon 12 Jul 2021 £12.00 
Clubs	Breakfast Club - WC: Mon 05 Jul 2021		+ 	Breakfast Club - WC: Mon 12 Jul 2021 
School Shop	Pupil 2	£0.00		
Parental Consent	Pupil 2 - Club Top Up	£10.00	+ 	Breakfast Club - WC: Mon 05 Jul 2021 
History	Breakfast Club - WC: Mon 12 Jul 2021		+ 	
Important Notice regarding Online Payment Security	Joanne	£0.00		
	Joanne - Club Top Up	£10.00	+ 	

Dinner Credit: £0.00 Total To Pay: £12.00

Club Credit: £0.00

 **Make Payment**

Wraparound Care Provision Information, Booking & Payment Instructions

Topping Up your child's Breakfast Club account (e.g. to be used for 'on the day' Breakfast Club bookings)

NB: If you wish to add credit to your child's Breakfast Club, please use the following instructions ... (please note that adding credit to your child's account does not book them into a Breakfast Club session). If your child is likely to attend 'on the day' bookings (i.e. where you do not book and pay in advance) then please keep their Breakfast Club account topped up with funds so that no arrears are accrued when they attend.

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1) Login to your child's Eduspot/School Money account and click on the 'Clubs' tab on the left-hand side

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User	Club Top Up	Amount	Action
Joanne	Joanne - Club Top Up	£10.00	
Pupil 1	Pupil 1 - Club Top Up	£10.00	
Pupil 2	Pupil 2 - Club Top Up	£10.00	



Dinner Credit:
£0.00

Club Credit:
£0.00

Total To Pay:
£0.00





2) Click on the green + sign next to the 'Club Top-Up' for the child you wish to add funds for ...

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Important Notice regarding Online Payment Security

Joanne	£0.00	
Joanne - Club Top Up	£10.00	+
Pupil 1	£0.00	
Pupil 1 - Club Top Up	£10.00	+
Pupil 2	£0.00	+
Pupil 2 - Club Top Up	£10.00	+



Dinner Credit:
£0.00

Club Credit:
£0.00

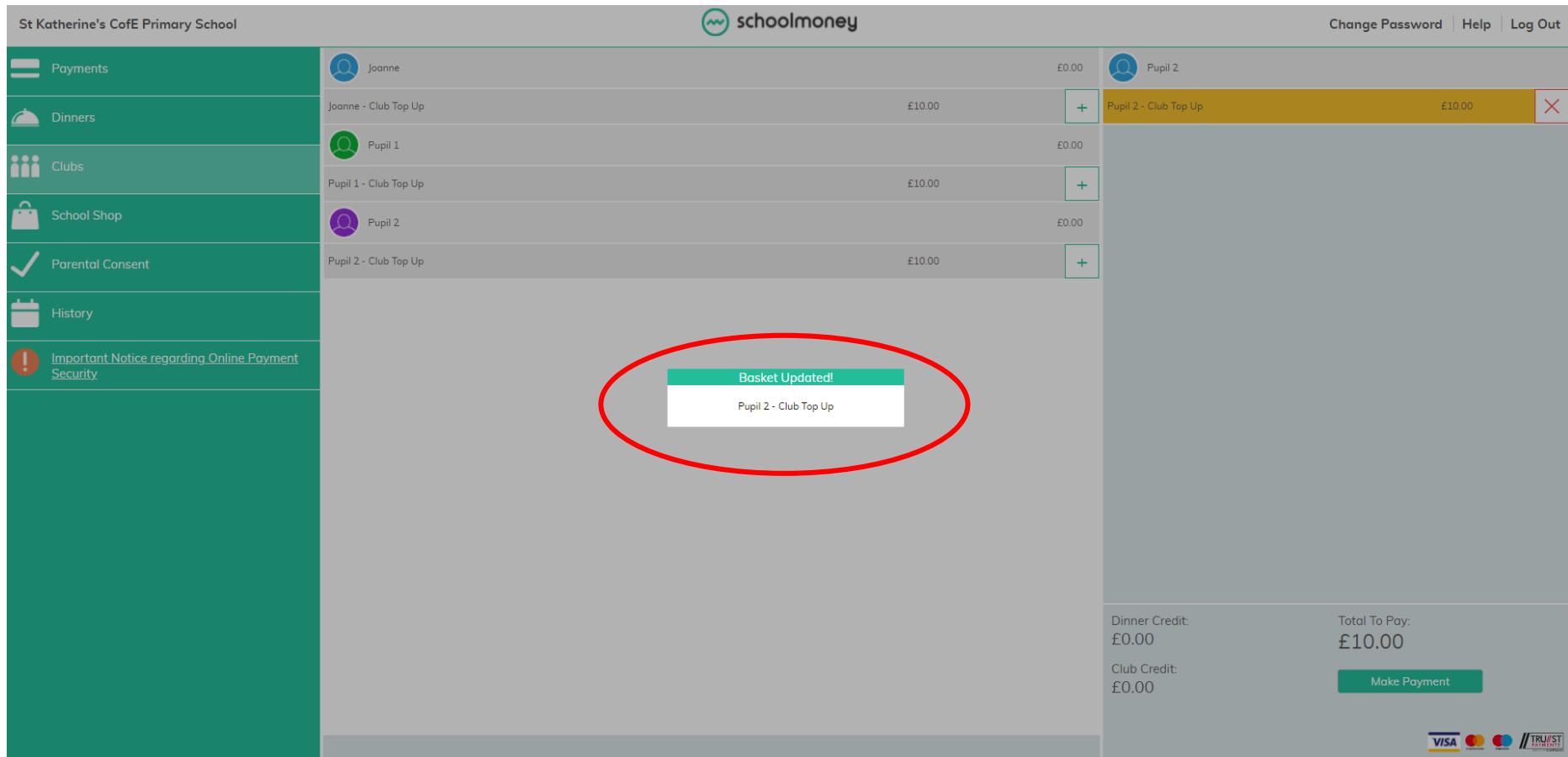
Total To Pay:
£0.00

Make Payment

Wraparound Care Provision

Information, Booking & Payment Instructions

A message advising that your basket has been updated will briefly be displayed ...



The screenshot shows the schoolmoney website interface for St Katherine's CofE Primary School. The left sidebar contains links for Payments, Dinners, Clubs, School Shop, Parental Consent, History, and an important notice about online payment security. The main area displays a basket for two pupils: Joanne and Pupil 2. For Joanne, a £10.00 Club Top Up is listed. For Pupil 2, a £10.00 Club Top Up is listed, with a red 'X' icon in the top right corner of its row. A red oval highlights a message box in the center that says 'Basket Updated!' above 'Pupil 2 - Club Top Up'. At the bottom right, it shows 'Dinner Credit: £0.00', 'Club Credit: £0.00', 'Total To Pay: £10.00', and a 'Make Payment' button. Payment method icons for Visa, Mastercard, and American Express are also present.

Pupil	Booking	Amount	Action
Joanne	Joanne - Club Top Up	£10.00	+
Pupil 1	Pupil 1 - Club Top Up	£10.00	+
Pupil 2	Pupil 2 - Club Top Up	£10.00	X

Basket Updated!
Pupil 2 - Club Top Up

Dinner Credit:
£0.00

Club Credit:
£0.00

Total To Pay:
£10.00

Make Payment

Visa Mastercard American Express

NB: Repeat step 2 for all children you wish to add credit for

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3) Once you have all credit items in your basket, click on the 'Make Payment' button in the bottom right of the screen ...

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 schoolmoney

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 Payments	 Joanne	£0.00	 Pupil 1	
 Dinners	Joanne - Club Top Up	£10.00	 +	Pupil 1 - Club Top Up £10.00 
 Clubs	 Pupil 1	£0.00	 Pupil 2	
 School Shop	Pupil 1 - Club Top Up	£10.00	 +	Pupil 2 - Club Top Up £10.00 
 Parental Consent	 Pupil 2	£0.00		
 History	Pupil 2 - Club Top Up	£10.00	 +	
 Important Notice regarding Online Payment Security				

Dinner Credit: £0.00

Club Credit: £0.00

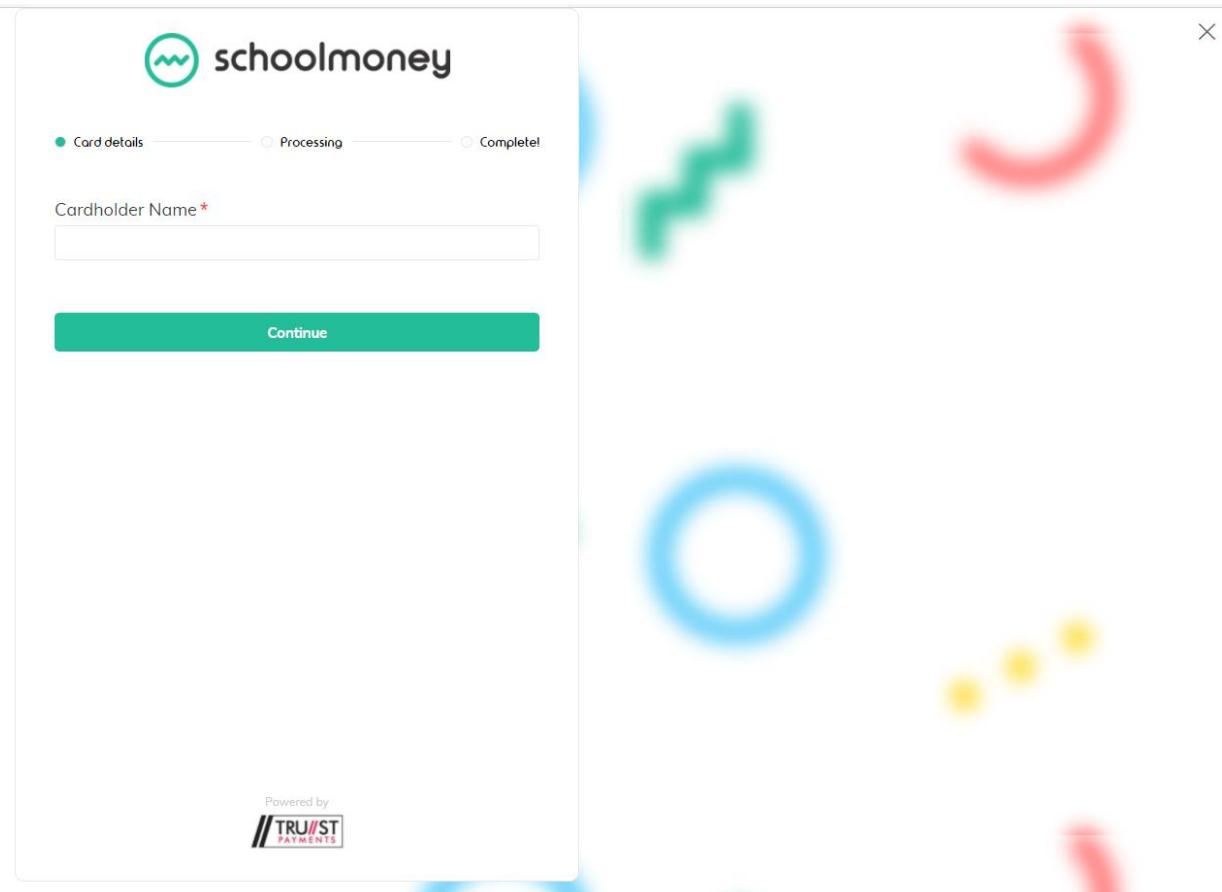
Total To Pay: £20.00



Wraparound Care Provision Information, Booking & Payment Instructions

- 4) Enter your card details and following the on-screen instructions to complete the payment



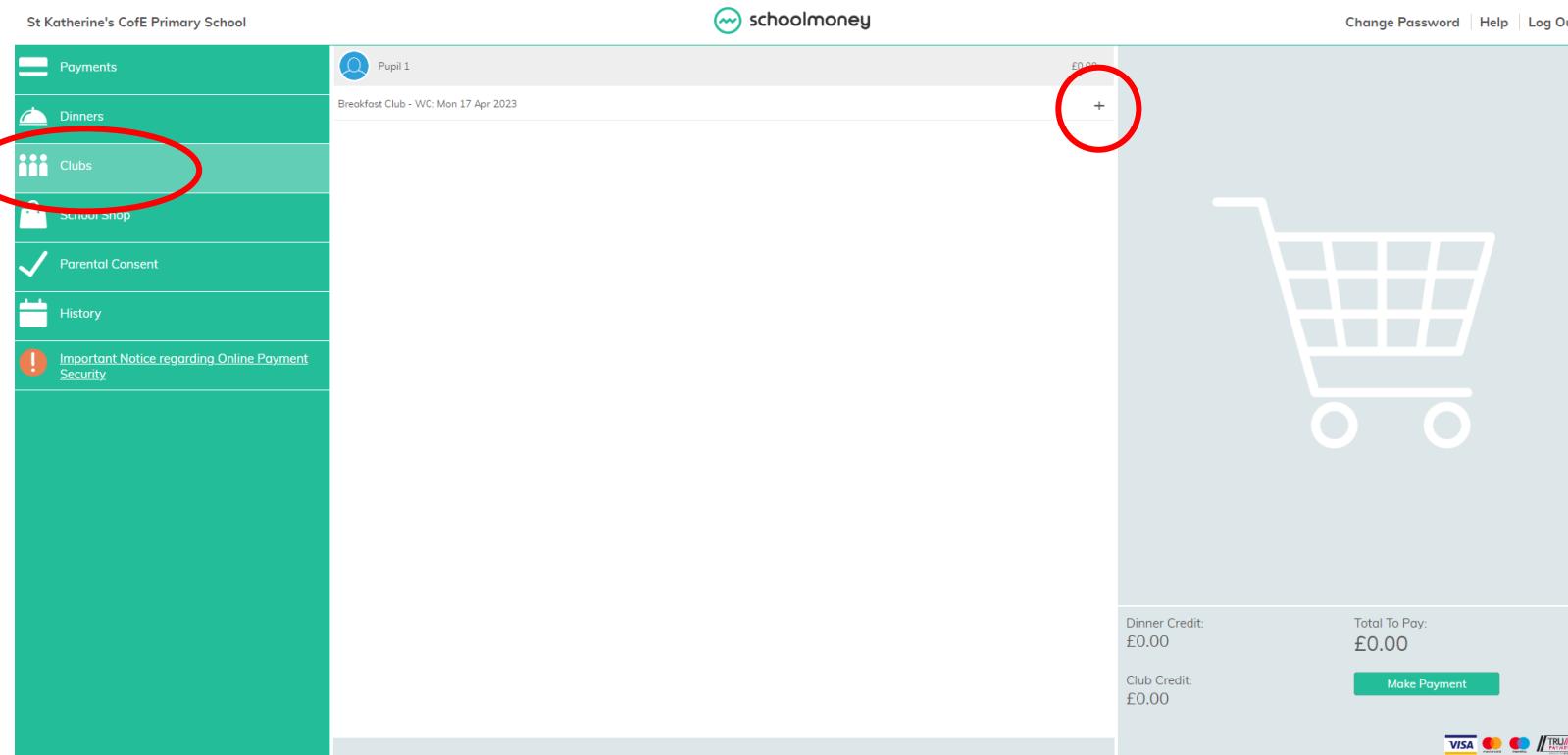
Wraparound Care Provision

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'On the Day' Bookings where funds are not available in the child's Breakfast Club account (i.e. the account has not been topped up with funds)

If your child has attended Breakfast Club in the morning as an 'on the day' booking (i.e. you did not book and pay in advance), then they will have been added to the register when they arrived and their Breakfast Club account will have had the cost of one session debited from their Breakfast Club account. Unless there are funds available in their Breakfast Club account (i.e. they are in credit) this will mean that the account is now in arrears and **must** be paid the same day.

Login to your child's Eduspot/SchoolMoney account and click on the Clubs tab on the left hand side of the screen, the click on the + sign next to the relevant week (to drop down the daily bookings for that week)



The screenshot shows the SchoolMoney website interface for St Katherine's CofE Primary School. The left sidebar has a teal background with white icons and text: 'Payments', 'Dinners', 'Clubs' (which is circled in red), 'School Shop', 'Parental Consent', 'History', and 'Important Notice regarding Online Payment Security'. The main content area shows a 'Pupil 1' profile with 'Breakfast Club - WC: Mon 17 Apr 2023'. A red circle highlights the '+' sign next to the date. Below the date, there is a large shopping cart icon. At the bottom, it shows 'Dinner Credit: £0.00', 'Club Credit: £0.00', 'Total To Pay: £0.00', and a 'Make Payment' button. Payment method icons for VISA, MasterCard, and American Express are at the bottom right.

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You will see the 'on the day' booking has been added for the day your child attended. Click add to basket ...

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 Payments

 Dinners

 Clubs

 School Shop

 Parental Consent

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 [Important Notice regarding Online Payment Security](#)

Pupil 1

£0.00

Breakfast Club - WC: Mon 17 Apr 2023

Monday: 0

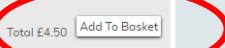
Tuesday: 0

Wednesday: 1 - £4.50 (Per child Per sess: 1)

Thursday: 0

Friday: 0

Total £4.50 





Dinner Credit: £0.00

Club Credit: £0.00

Total To Pay: £0.00



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This will add the cost of the session into your basket and you should then click on Make Payment and following the steps to pay.

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 Payments	 Pupil 1	£0.00	 Pupil 1	£0.00	
 Dinners	Breakfast Club - WC: Mon 17 Apr 2023		+	Breakfast Club W/C:Mon 17 Apr 2023	£4.50
 Clubs					
 School Shop					
 Parental Consent					
 History					
 Important Notice regarding Online Payment Security					

Payments

Dinners

Clubs

School Shop

Parental Consent

History

Important Notice regarding Online Payment Security

 Pupil 1

£0.00

 Pupil 1

£0.00



Breakfast Club - WC: Mon 17 Apr 2023

Breakfast Club W/C:Mon 17 Apr 2023

£4.50

Dinner Credit:
£0.00

Club Credit:
£0.00

Total To Pay:
£4.50

