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)**

Wraparound Care Provision
Information, Booking & Payment Instructions

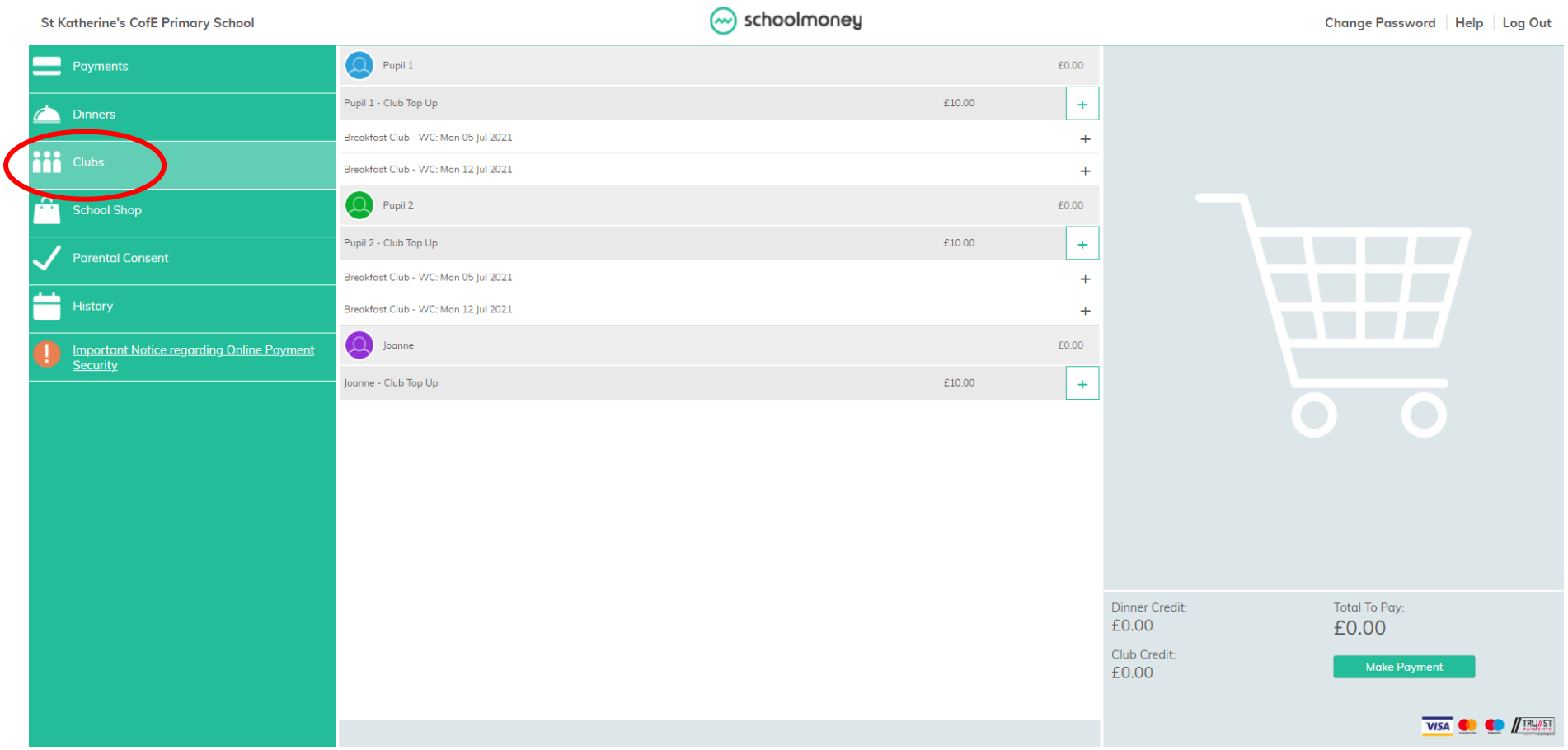
Refunds

- 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

Wraparound Care Provision
Information, Booking & Payment Instructions

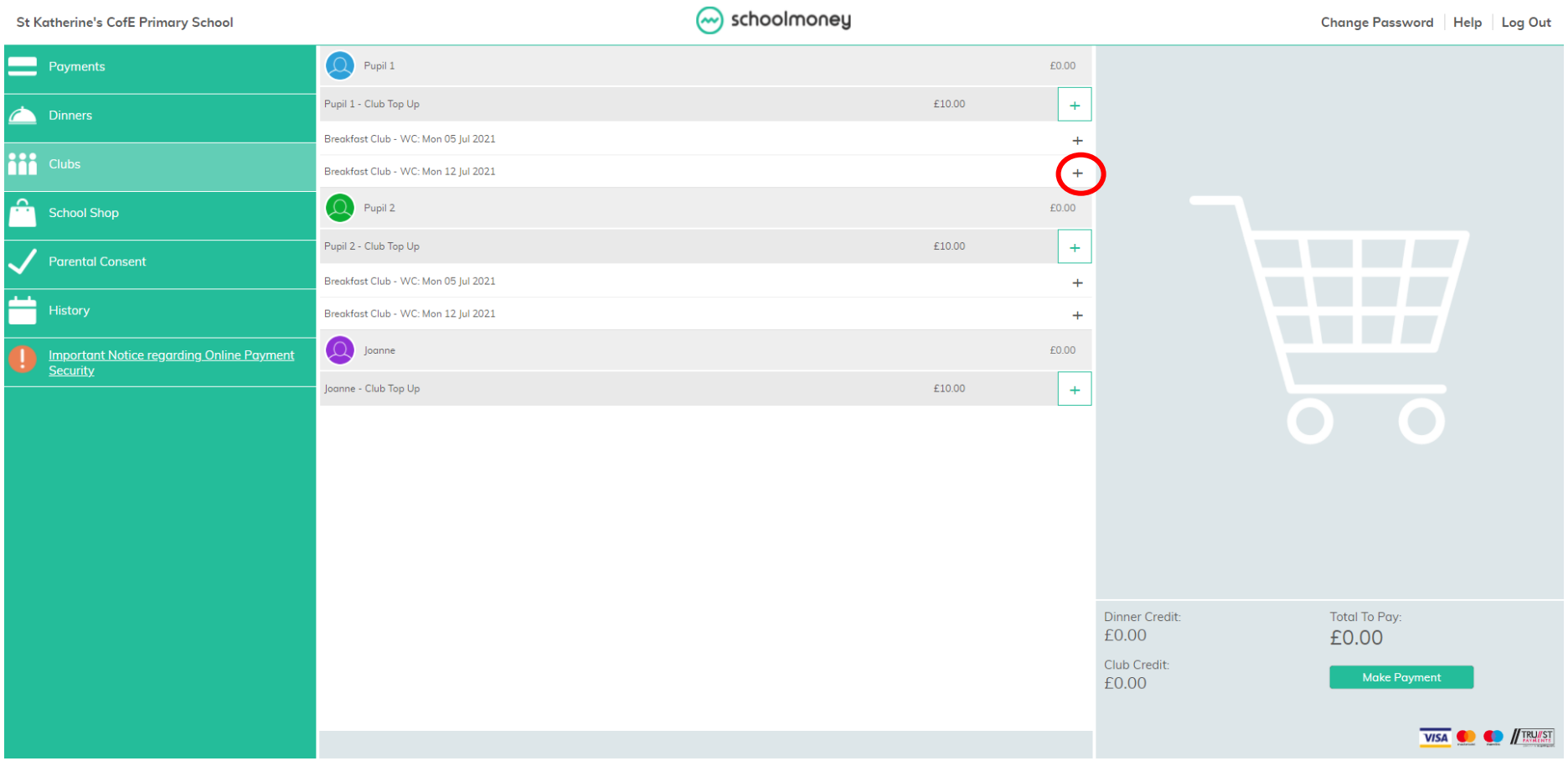
Booking your child into Breakfast Club

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



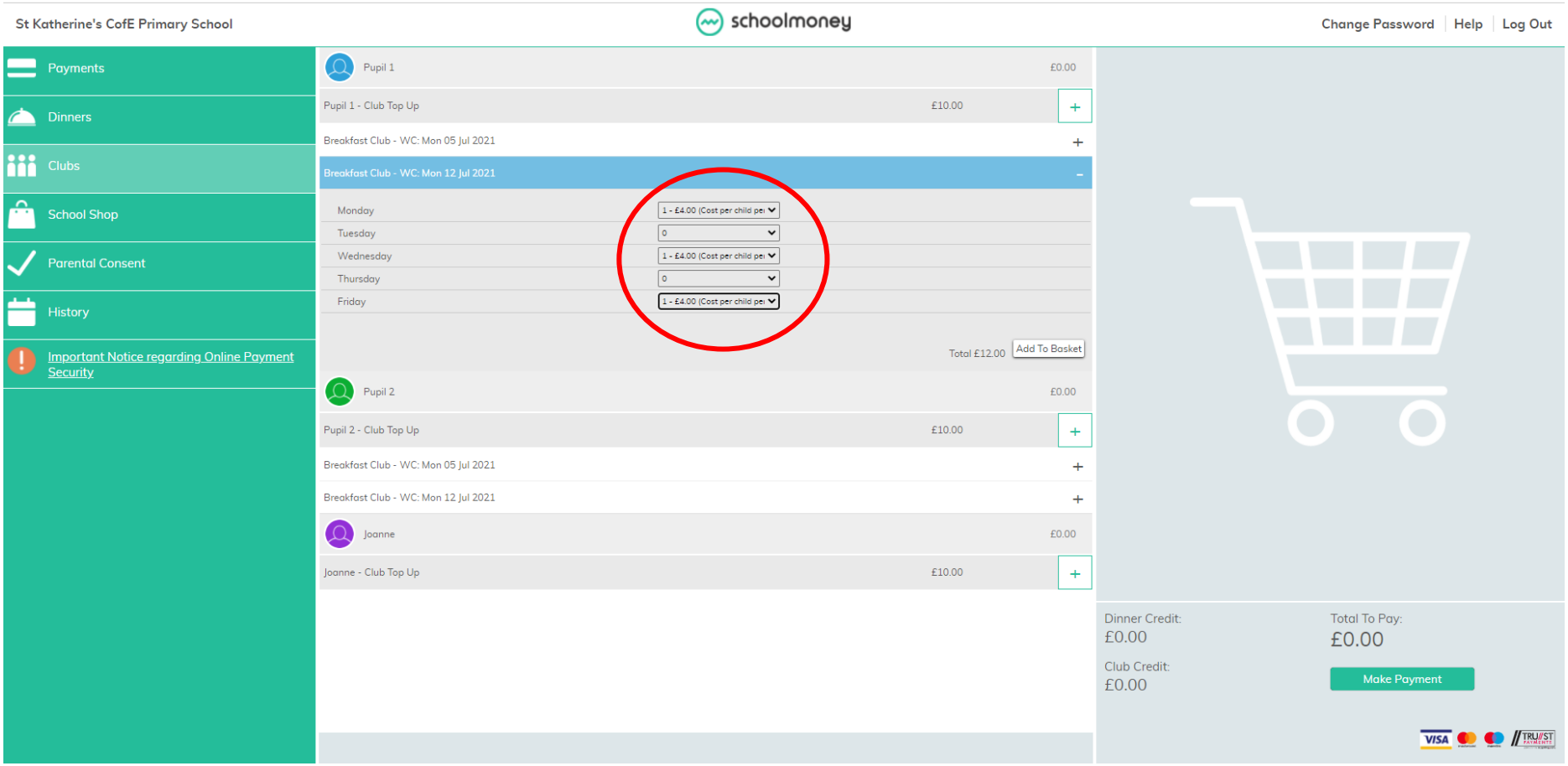
Wraparound Care Provision
Information, Booking & Payment Instructions

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



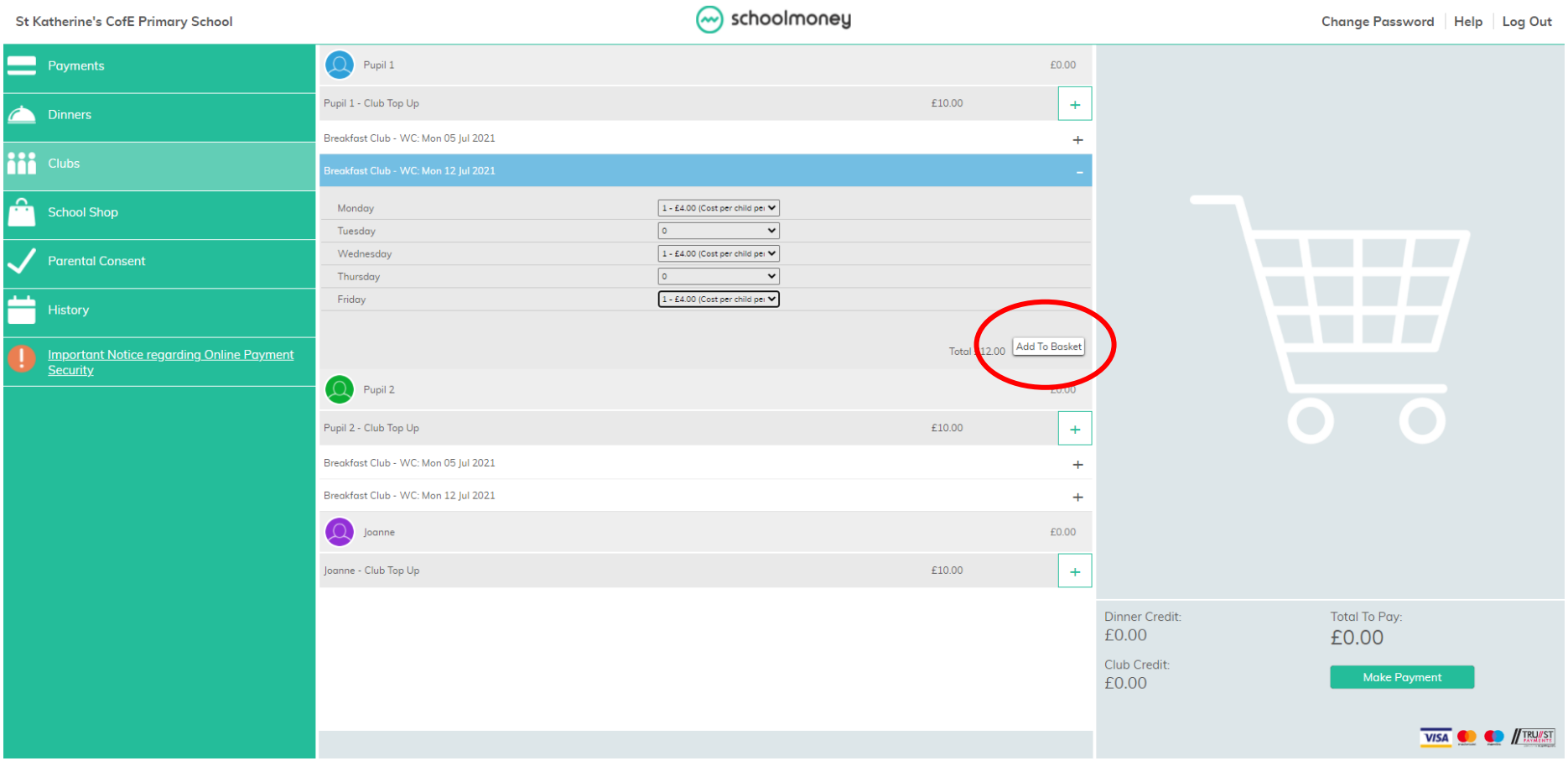
Wraparound Care Provision
Information, Booking & Payment Instructions

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)



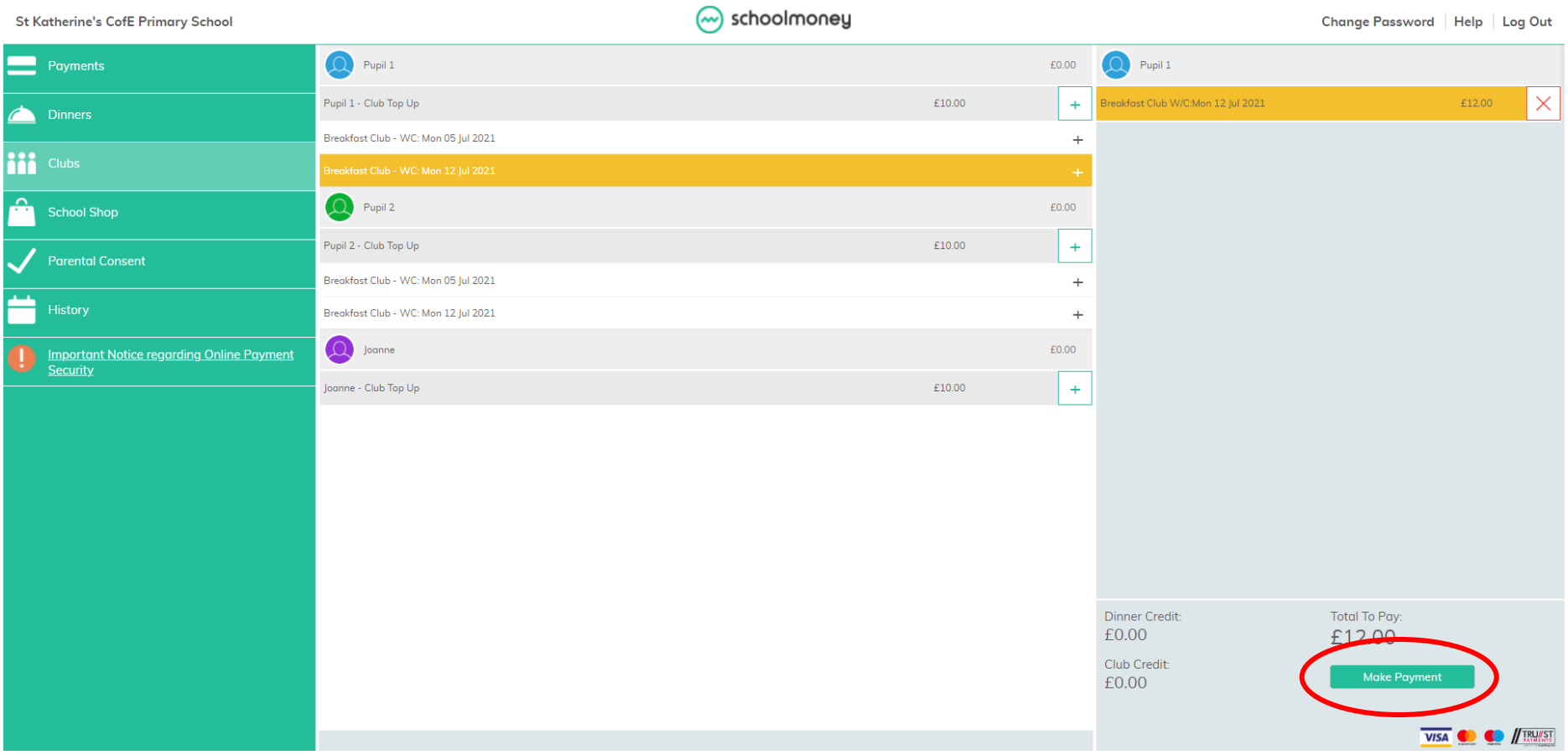
Wraparound Care Provision
Information, Booking & Payment Instructions

3. Click ‘Add to basket’



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



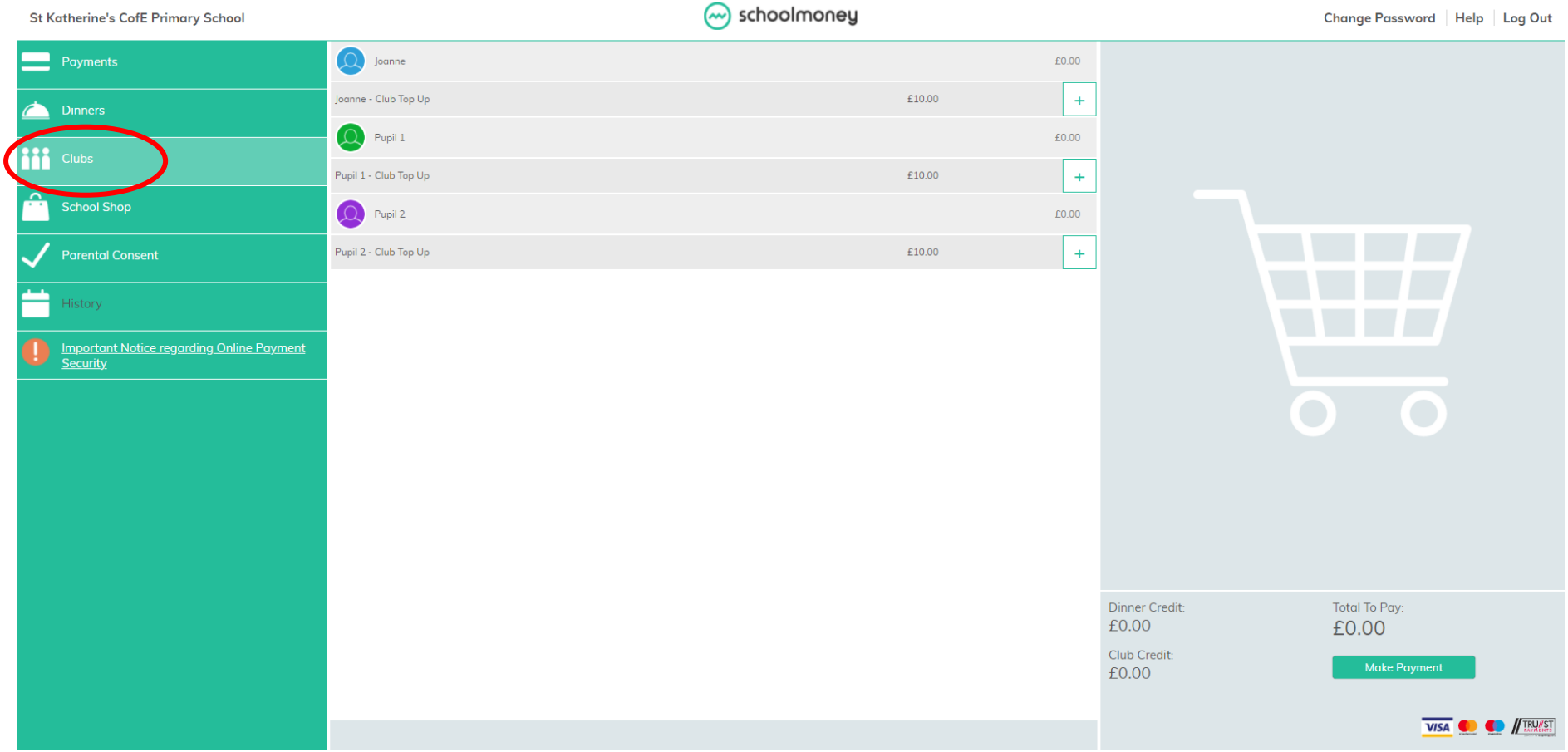
Wraparound Care Provision
Information, Booking & Payment Instructions

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 <u>not</u> 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.

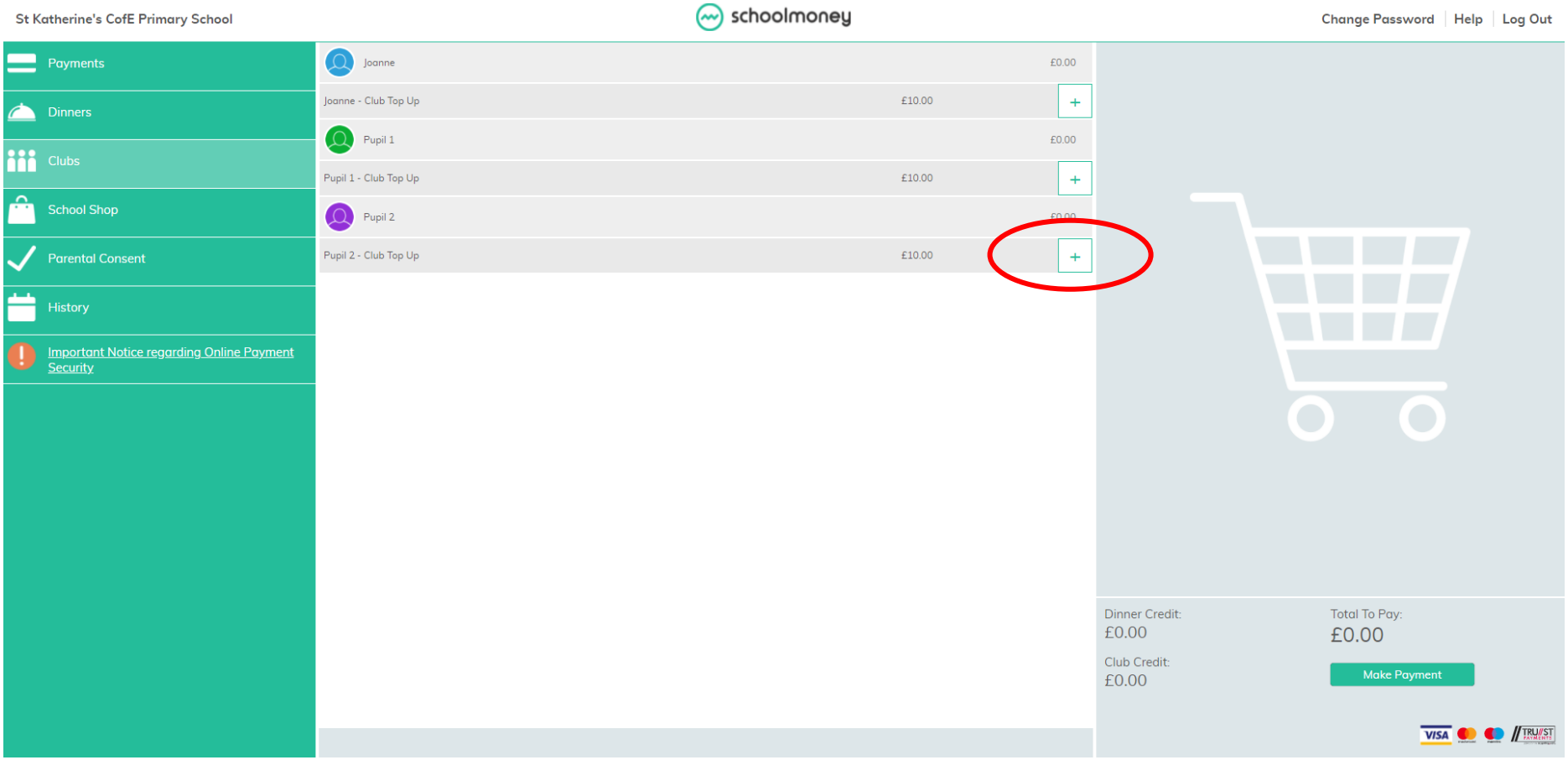
Wraparound Care Provision
Information, Booking & Payment Instructions

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



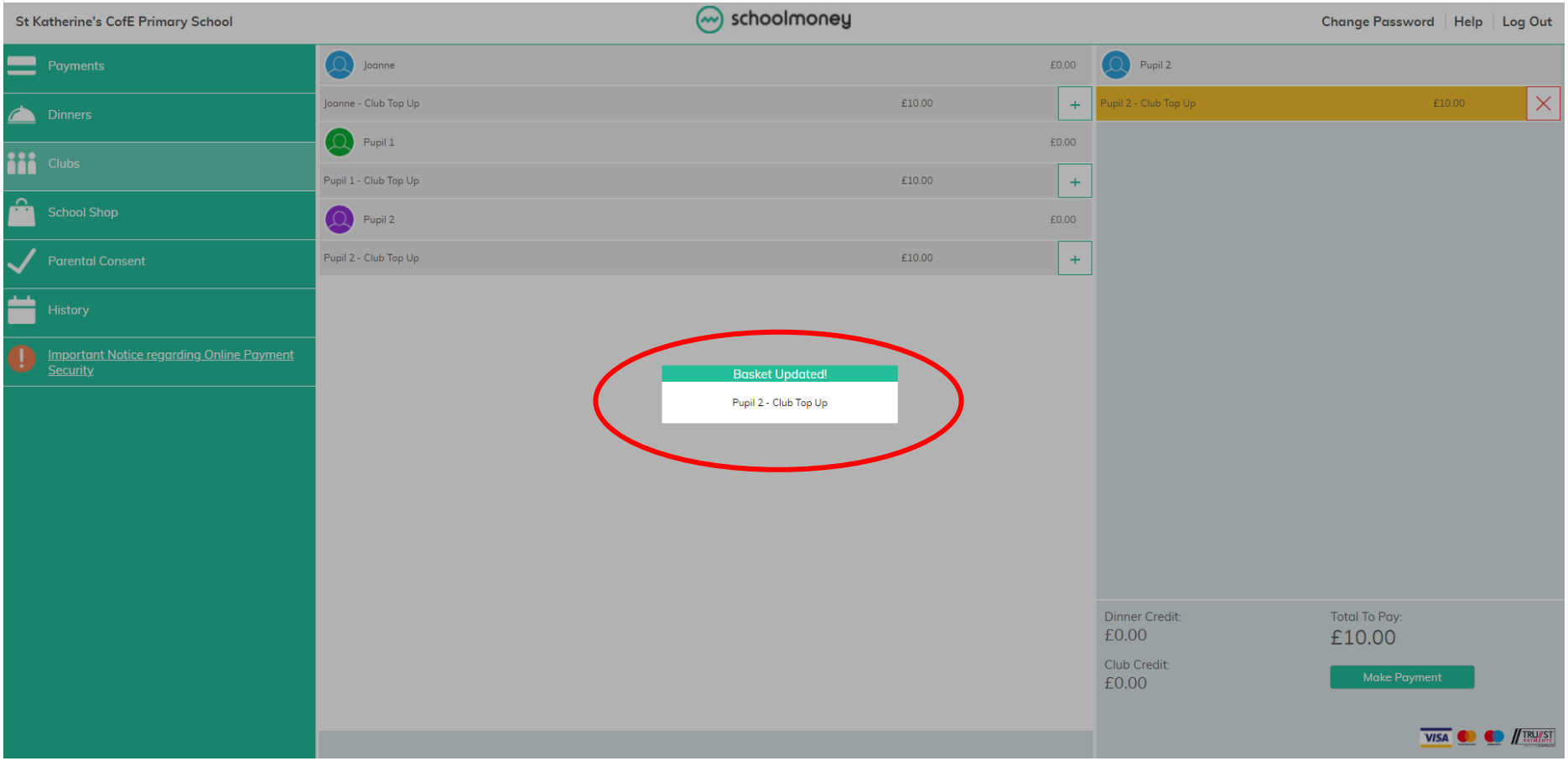
2) Click on the green + sign next to the 'Club Top-Up' for the child you wish to add funds for …

Wraparound Care Provision
Information, Booking & Payment Instructions



Wraparound Care Provision
Information, Booking & Payment Instructions

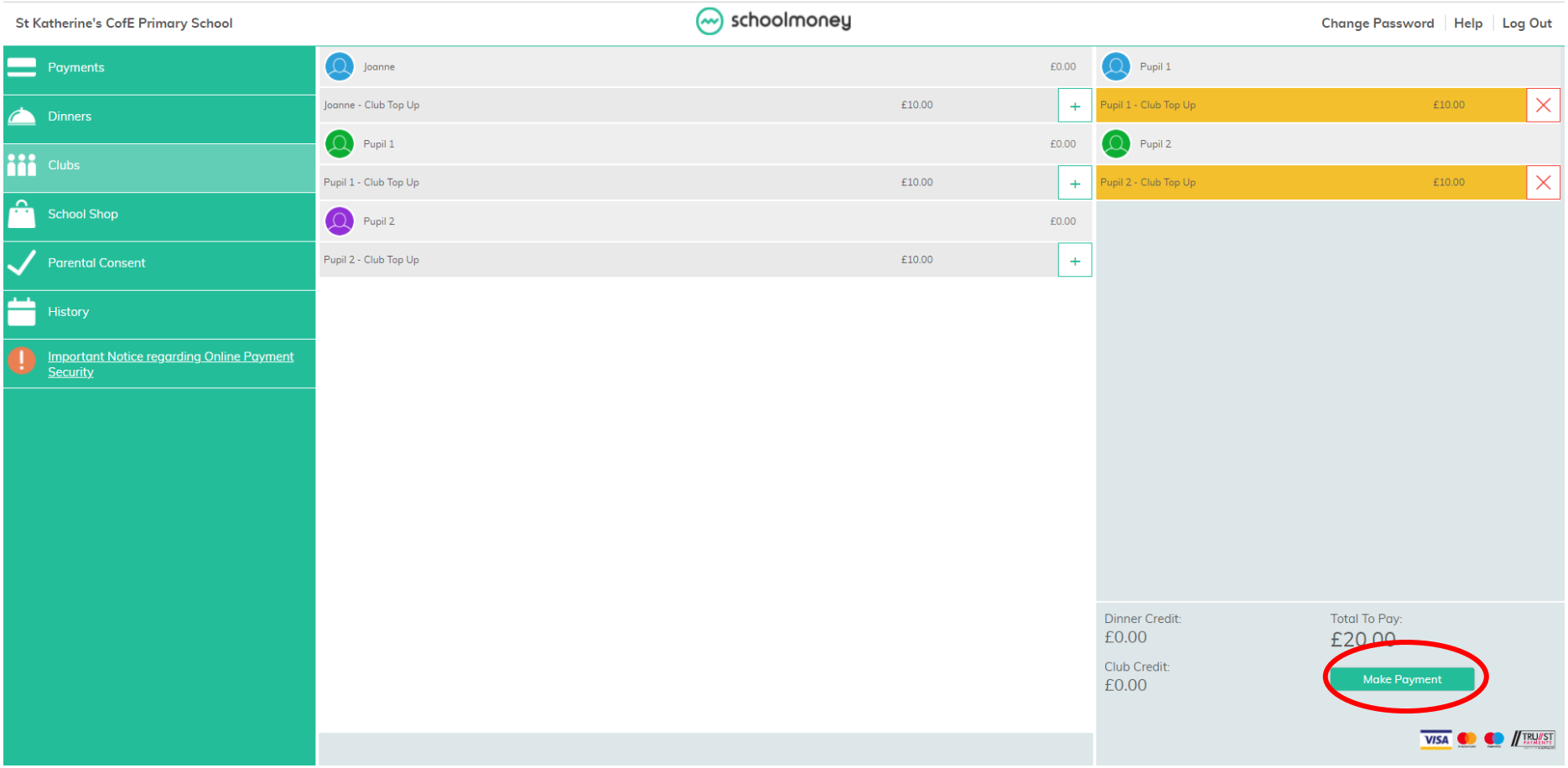
A message advising that your basket has been updated will briefly be displayed …



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

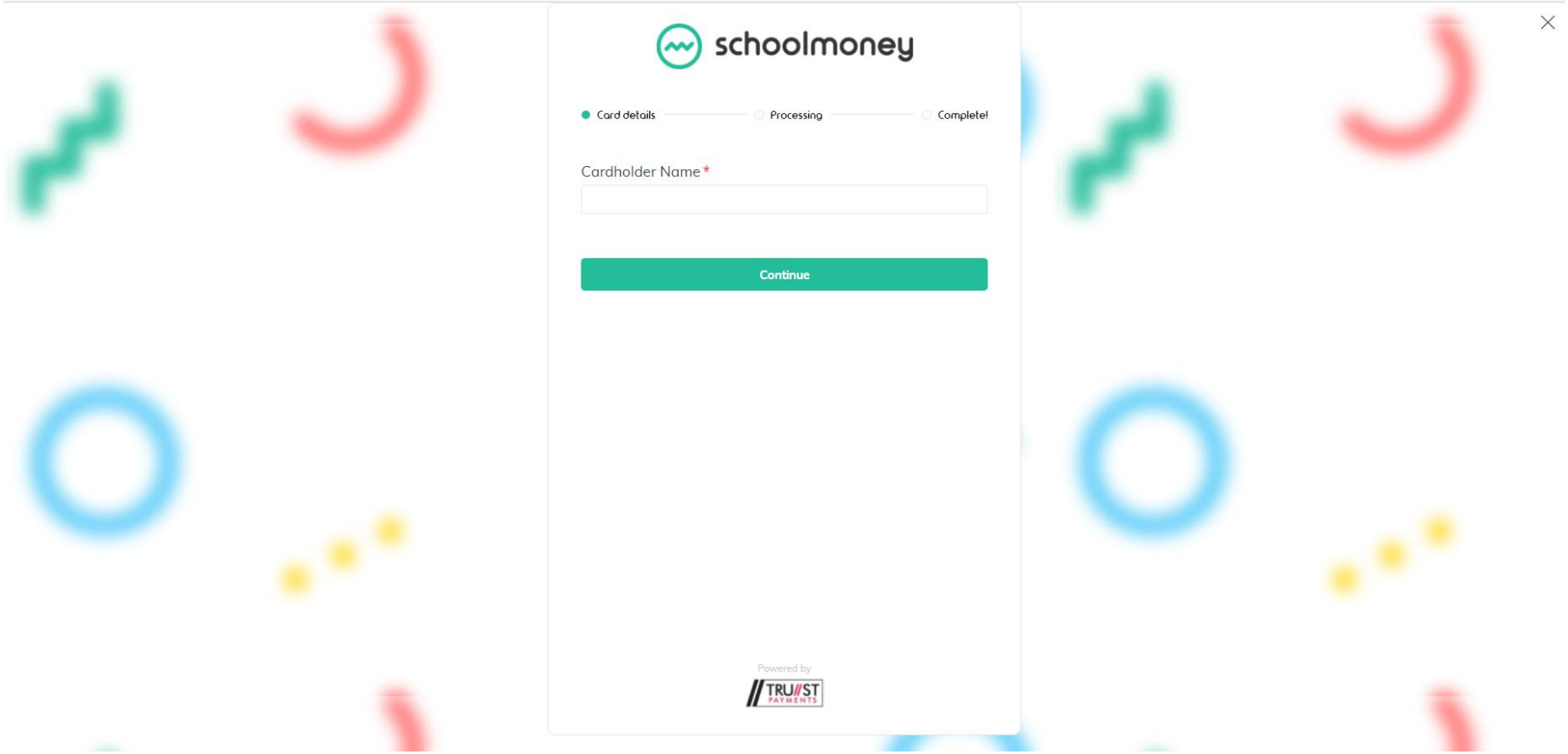
Wraparound Care Provision
Information, Booking & Payment Instructions

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



Wraparound Care Provision
Information, Booking & Payment Instructions

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

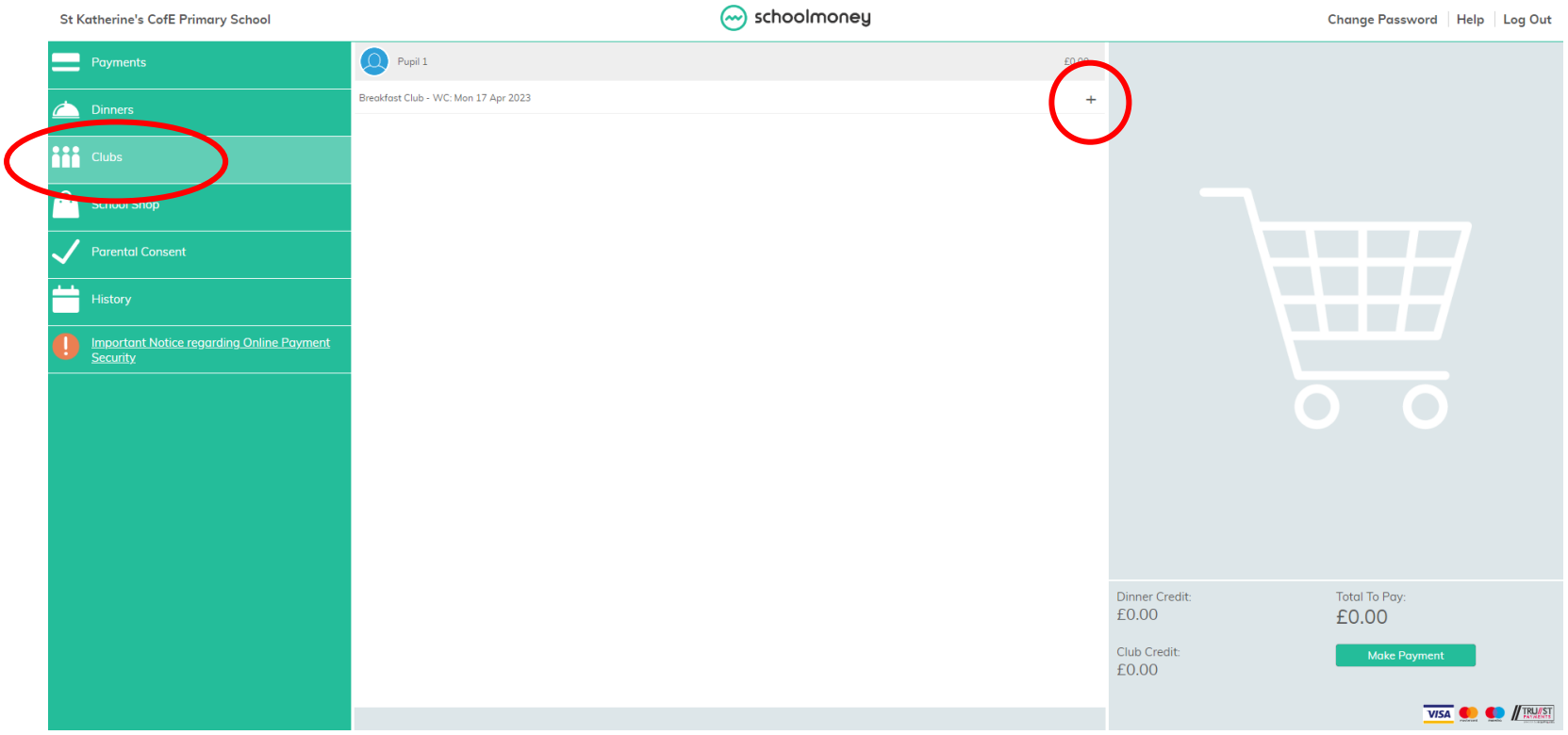


Wraparound Care Provision
Information, Booking & Payment Instructions

'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)

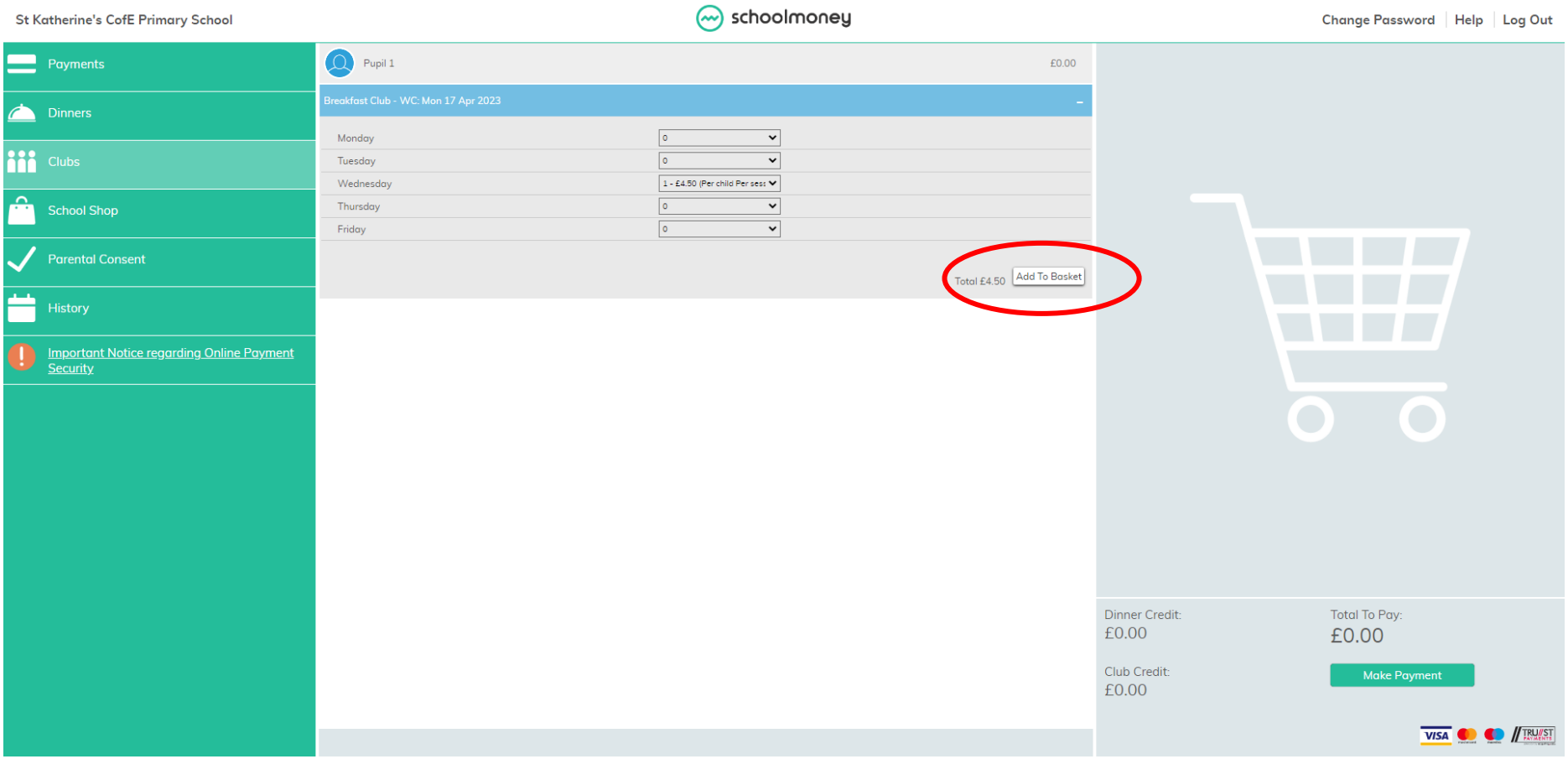
If your child has attended Breakfast Club in the morning as an 'on the day' booking (i.e. you did not book and pay in advance), then they will have been added to the register when they arrived and their Breakfast Club account will have had the cost of one session debited from their Breakfast Club account. 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.

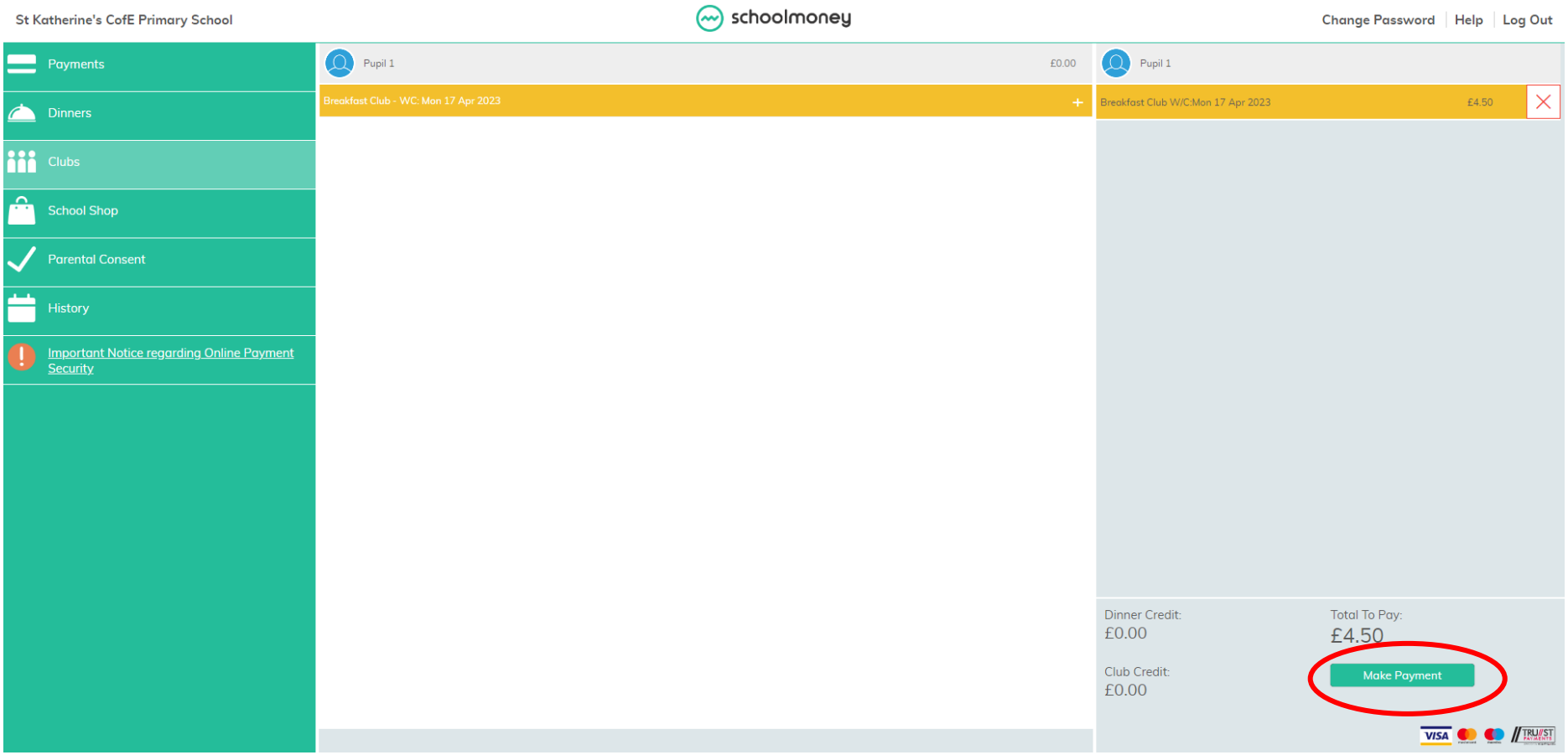
Login to your child's Eduspot/SchoolMoney account and click on the Clubs tab on the left hand side of the screen, the click on the + sign next to the relevant week (to drop down the daily bookings for that week)



Wraparound Care Provision
Information, Booking & Payment Instructions

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



Wraparound Care Provision
Information, Booking & Payment Instructions

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.