



16th August 2023

Dear Parent/ Carer

New Booking System – Wrap Around Care

We are very excited to be introducing a fabulous new, user-friendly booking system for our Wrap Around Care. The new process will be much simpler for parents and the school, enabling parents to take full control of their bookings and payments and ensure that the school can continue to maintain a high standard of resources and service that you have come to know and expect.

Please see the below 'Wraparound Care Booking How Do Guide' for support in making your bookings.

Bookings

Under the new booking system, effective from Tuesday 29th August, all bookings must be made and paid for via ParentPay in advance. **Bookings will no longer be accepted through the school office on the day of the session.** The new booking system will go live from Monday 21st August 2023 and parents can log on and book for any sessions required.

Bookings can be made 100 days in advance if required but **must** be paid for at the time of booking to be secured. Parents can also book sessions up to 11:59pm the night before the session required, dependent upon availability. Please note that there are limited places available for each session and you will be unable to book any session that is already full - please be sure to book early to avoid disappointment.

Childcare Vouchers:

If you are currently paying for your childcare through a voucher payment scheme, you will now need to pay for this **in advance** to enable your ParentPay account to be credited ahead of any bookings being made. You will need to ensure that we have received your next/ first voucher payment by Friday 18th August to enable us to update your ParentPay balance, for when the bookings open next week. Please note that voucher payments can take 3-5 school days to be processed and you will be notified via email once the payment has been allocated.

Cashless System:

As you will be aware, Fossebrook will be moving to a fully cashless payment system from 23rd October 2023, with this in mind, Wraparound Care will no longer be accepting cash payments, however, where parents do need to make payments in cash, you will be provided with a PayPoint barcode to use at your local Paypoint ([click here for locations](#)). Please note that payments will still need to be paid in advance to enable you to book sessions. If you require a PayPoint barcode for your child's Wraparound Care (one barcode per child), please speak with Mrs Shipley.

EYFS:

If your child is joining Fossebrook for the first time, you will not receive your ParentPay login details until the first week of term – if you require Wraparound Care between Tuesday 29th August and Friday 1st September, please email ccoop@dsatfossebrook.org no later than Friday 25th August with your child's name and their required sessions. Charges for these sessions will be added to your account during the week and must be cleared in full before any further bookings can be made.

We are very excited about the introduction of this new booking system and hope that our families will feel the same. If you have any difficulties using the system or would like any further information, please contact me on ccoop@dsatfossebrook.org.

Best Wishes

Mrs Shipley

Wraparound Care Manager



ParentPay

How to Book Wraparound Care



Please login to ParentPay and follow the instructions below to book wraparound care sessions. The cut-off point for booking sessions is one night before the session. Emergency/short-notice sessions can be requested booked via email to ccooper@dsatfossebrook.org but cannot be guaranteed.

Wraparound Care at Fossebrook includes:



Breakfast Club

7:30 to 8:45am at £5 per session



After School Session 1 Club

3:15 to 4:15pm at £3.50 per session



After School Session 2 Club

4:15 to 6pm at £5 per session

1. Log in to ParentPay
2. Select 'Pay for other items' for the child you wish to book for.

3. Select 'Wraparound Care'

For Pupil Premium children this will be 'Pupil Premium Wraparound Care'

4. If you wish to load funds only – add the chosen payment amount and 'Add to basket'

5. To book and pay for sessions select 'Book Sessions' and select the date required from the list.

*Booking cut off expires 1 night before the session.
The date will remain orange until bookings have been successfully paid for – bookings orange are not secured until payment is made.*

Child's Name
Dinner money balance: £0.00
Set up loan balance alerts?

Book meals and places

Pay for other items

Child: **Wrap Around Care** View
Balance: £0.00

Payment

Choose payment amount
£

Bank Transfer

Book sessions

Add to basket

Cancel

The current balance is £0.00

Top up

0 sessions selected | Cost £0.00

Select all Unselect all

August 2023

Friday 11
Available
25 places left
Click to select

The current balance is £0.00

Top up

1 session selected | Cost £5.00

Select all Unselect all

August 2023

Friday 11
Selected
Breakfast 07:30 to 8:45 breakfast inc.
£5.00

6. Select which sessions you would like to book, (multiple sessions for the same day can be selected).

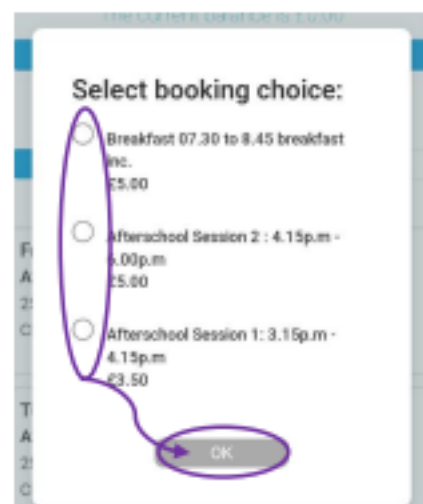
Note: Please ensure when booking Afterschool Club that you book the correct session as you will be charged according to your selection.

Afterschool Session 1 – 3.15pm-4.15pm £3.50

Afterschool Session 2 – 4.15pm- 6 pm £5.00

If both sessions are required, please ensure you select both options and not just the later session.

Once you have selected all required sessions click 'OK'



7. Confirm your booking – *please note that any bookings requested will not be secured until the payment has been confirmed. Booking will be added to your ParentPay basket.*

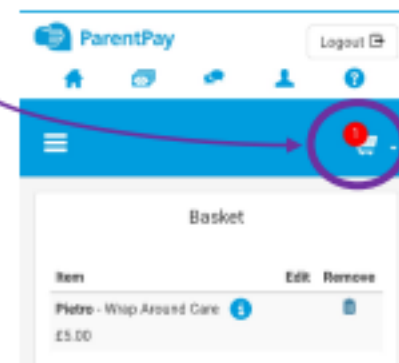
Confirm booking

Sessions will not be booked until a payment has been made. If your place is still available and the booking cut off is in the future, once you click 'Confirm' your sessions are reserved for 15 minutes or until the booking cut off, whichever is sooner. If no payment is received in that time, your place will be made available for others to book.

1 session selected
£5.00

Confirm

8. Continue to book for any further dates required following the above process.
* if sessions are required for more than one child please repeat under this child's payment item.
9. Go to your basket and make payment –
if paying via debit card select 'other payment method'.



Childcare Vouchers



Parents will still be able to make payment via childcare vouchers, but these must be paid in advance to allow the funds to be added to your account in advance. Once the funds are available you will be able to book any required sessions.

As allocation to ParentPay can take 3-5 school days, please ensure you transfer the vouchers in plenty of time and inform Mrs Shipley via email of the payment. If you require sessions and funds are not yet available, payment will need to be made via another method to secure the place