



# Parent Pay



## How to Book After School Clubs



Please log into Parent Pay and follow the instructions below to book an after school club. The cut off point for booking sessions is Thursday the week before. Places are limited. **When the activity is fully booked it will no longer be visible on Parent Pay.**

### Activities on Parent Pay Autumn Term 1:

Monday – Gymnastics – All Years

Tuesday – Netball – Years 3,4,5,6

Wednesday – Football – All Years

Thursday – Tag Rugby – All Years

Friday – Lego Construction/crafts – All Years

### Outside Providers - You can also book direct on the following:

Wednesday – Miss Burns – Choir – KS2

Thursday – Lauren Rennie - Funky Fit YF - Y3

Friday – Verity Stephens – Judo – All Year

1. Log in to ParentPay
2. Select the child you wish to make a booking for
3. Select **Pay for other items** > **“View”** the appropriate ‘Booking’ e.g. After School Clubs.
4. **IMPORTANT** In the Add notes box please tell us who will be collecting your child from the after school activity/if they have your permission to make their own way home/if they are going on to the Extended Care Club.
5. Click the **Consent** checkbox
6. Select **“make bookings”** (bottom left of the white box)
7. Select **“Make Bookings for”** Select from dropdown menu session required i.e. After School Club
8. Change the “Week Commencing” to the Monday of the week you wish to book sessions for
9. Click on “Make or View Bookings”
10. Select the required clubs for the week, if you wish to book additional weeks click Next week
11. Once you have selected your required bookings click Confirm bookings.
12. You can then pay or “Continue Shopping”