



# Trinity Church School

## Parent Pay – Booking Breakfast Club and TASC

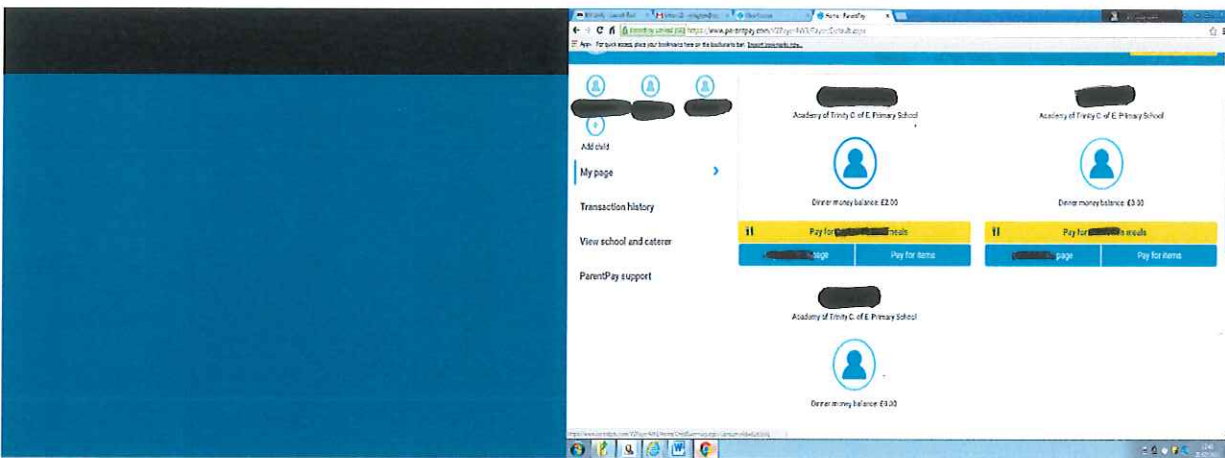
Breakfast Club and TASC (After school) are available to all children who are in Conkers – Redwood. Sessions need to be booked in advance and paid for when making the booking. ParentPay will not complete your booking unless there is money allocated to the session you are wishing to book.

Breakfast club costs £2.50 per child per session and runs from 7.45am – 8.45am

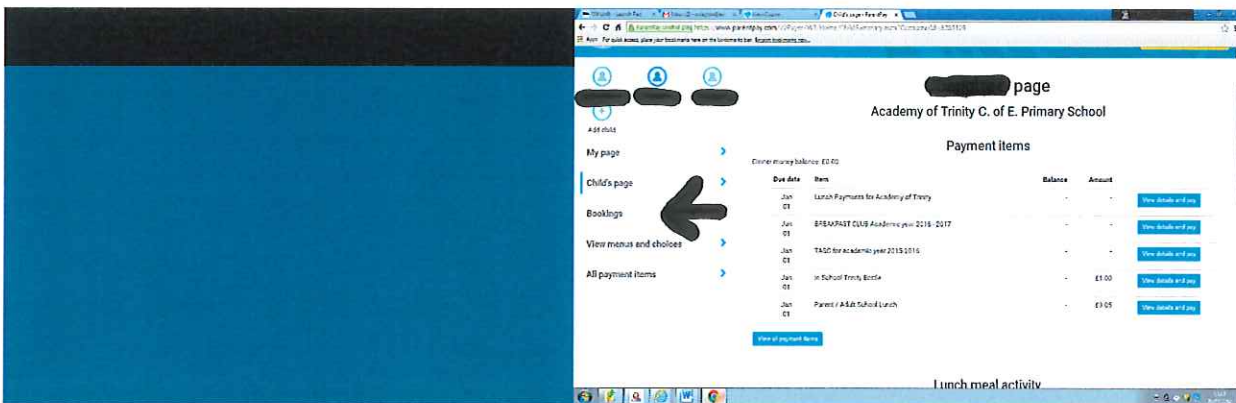
TASC costs £5.00 per child per session and runs from 3.10pm – 6.00pm

To make a booking:

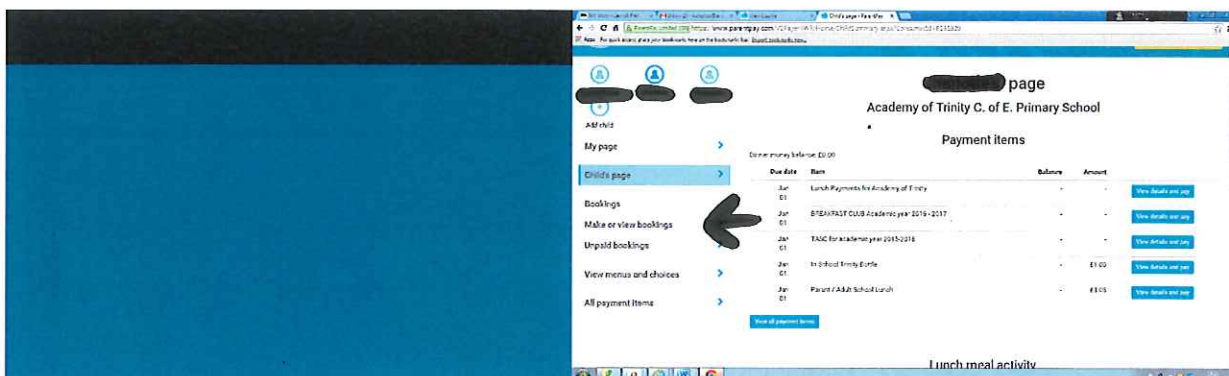
- Log into ParentPay the normal way (If you have not got any log in details please put a note in your child's HASP book and they will inform the school office.)
- Your home page should look similar to this



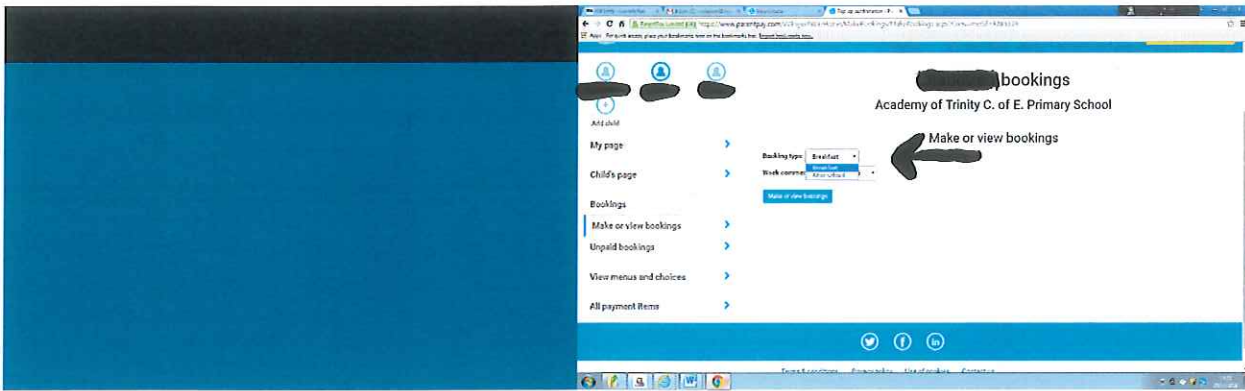
- Select the child you wish to book



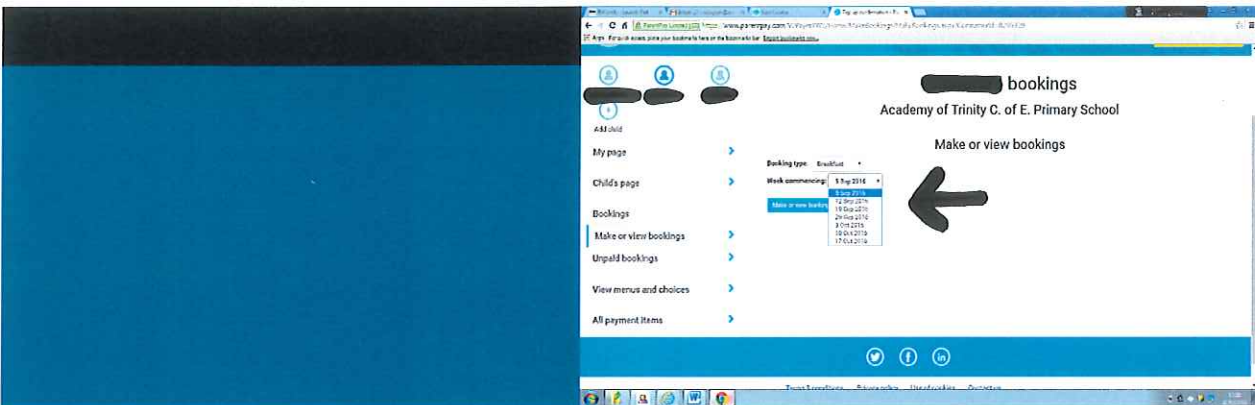
- On the left hand side you can see a number of tabs. Please select the bookings
- Then select make/view bookings



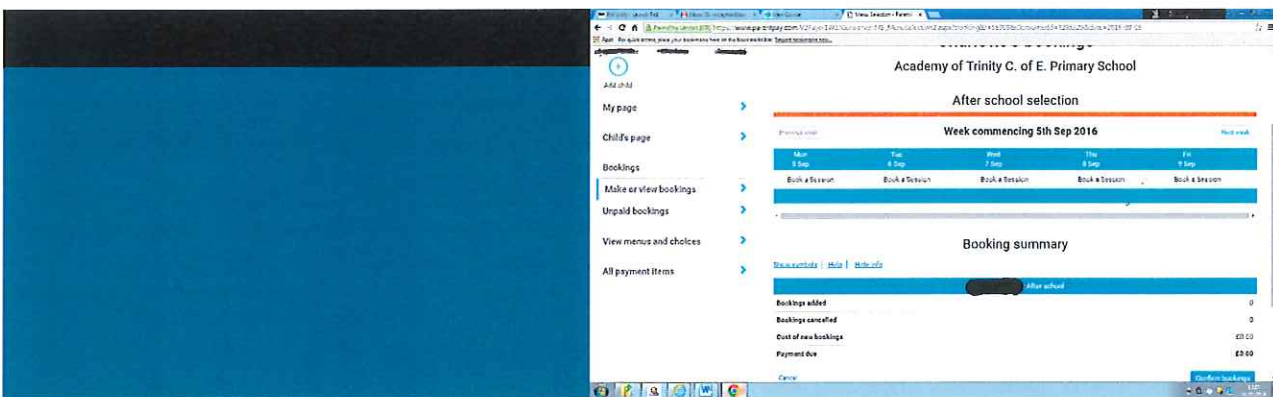
- Select the booking type. Either Breakfast or TASC



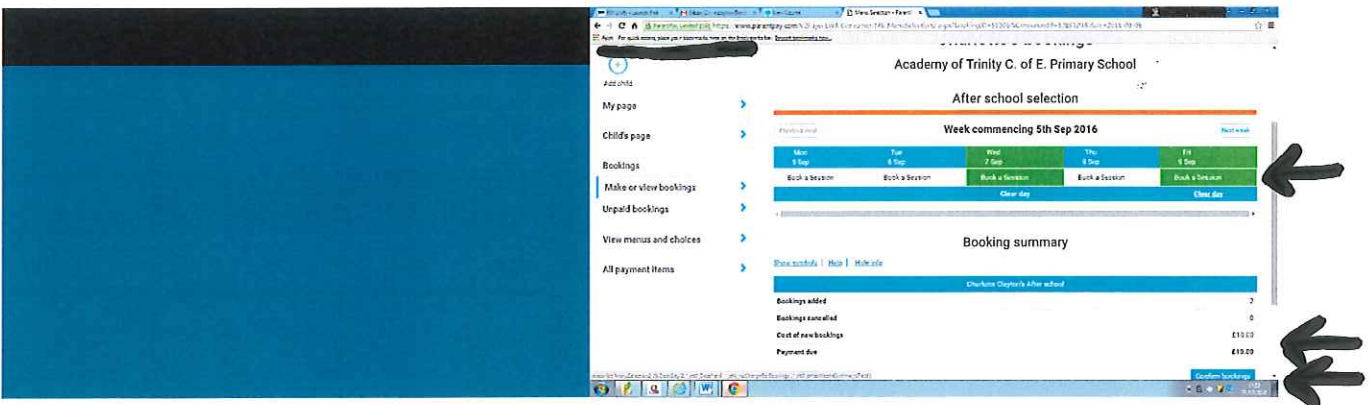
- Select the week you wish to book



- Select make/view booking.



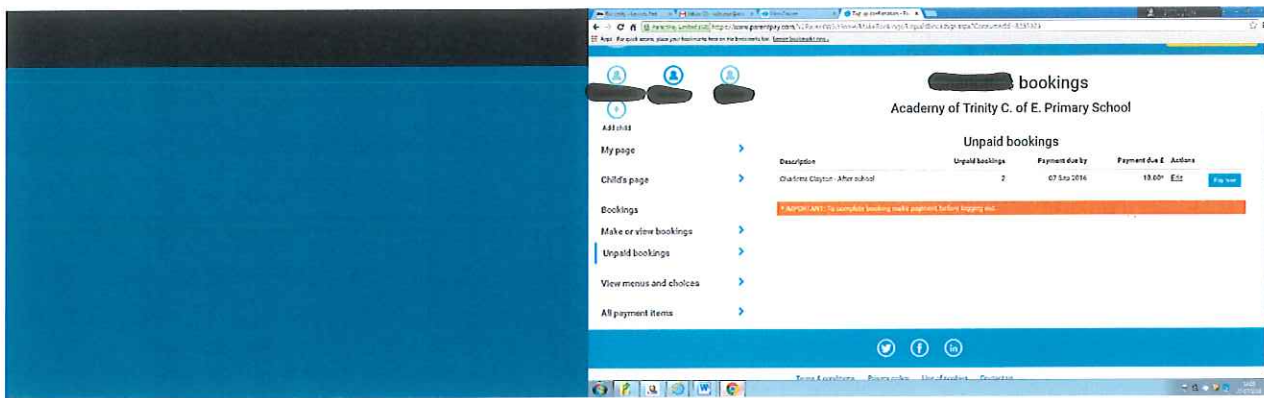
- This will bring you onto the bookings page. Select the session/s you wish to book.



Once you have selected the sessions you wish to book they will be highlighted in green. A summary will show at the bottom. If you wish to book for another week click on the next week tab.



Once you are complete please confirm booking and you will come to the summary page.



You must select pay now. If you have insufficient funds it will automatically take you to the top-up screen.

Bookings will only be completed once payment has been confirmed.

Normal terms and conditions for breakfast club and TASC apply. Please see below.

If you have problems with booking your child into any sessions please speak to the School Office or email us on [Office@academyoftrinity.com](mailto:Office@academyoftrinity.com).

### **Terms and Conditions – Breakfast and After School Club**

- **Bookings** - Sessions must be booked and paid for in advance.

**Please inform us if your child is not attending a booked session 24hrs noticed must be given to cancel/change a booking.**

Credits will not be given for missed sessions. Ad hoc sessions can be booked subject to availability. These must be booked and paid for at least 24 hours in advance.

- **Sessions times** - 3.10pm until 6pm.
- **Age** – Only pupils of the Academy aged between 4 -11 are able to attend.
- **Informing School** - Parents or carers must inform their child's teacher that they will be attending After School Club.
- **Register** - The time of collection must be written in the register and signed by the adult collecting the child.
- **Collection** - Children must be collected on time by an agreed adult. You must inform the club in advance if a new person will be collecting your child.
- **Late Collection** - Late collection is distressing for children. If you are unavoidably delayed you must contact the club as soon as possible. A late fee of **£5 per 5 minutes** will be charged for late collection to cover the cost of after school club staff staying with your child. Late collection fees will be due within 7 days. If parents are persistently late we will refuse to accept future bookings.
- **Illness** - Children must be kept away from the club if they are unwell or if advised to do so by a doctor and/or After School Club Staff. Vomiting and diarrhoea must be clear for 48 hours.
- You must agree to abide by decisions made by staff and management.
- **Contact details** - you must inform the club immediately if your contact details change.