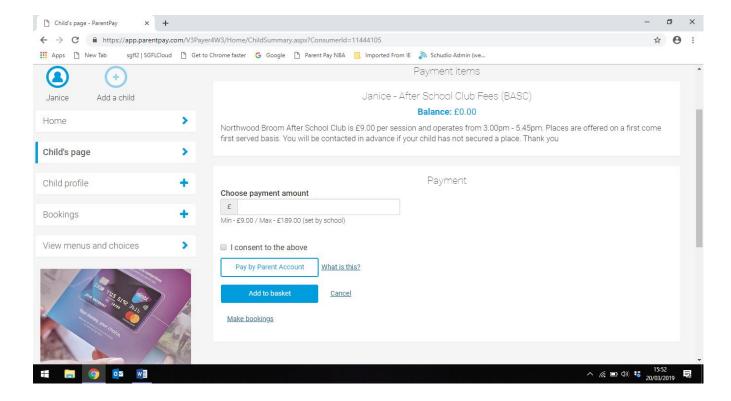
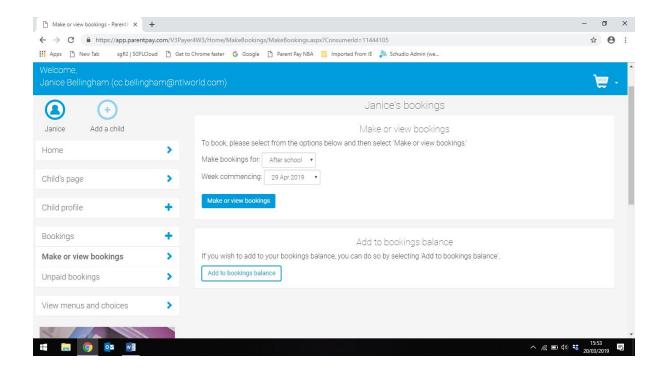
## **BOOKING & PAYING FOR BEFORE & AFTER SCHOOL (BASC) PLACES VIA PARENTPAY**

## **PARENT/CARER GUIDANCE**

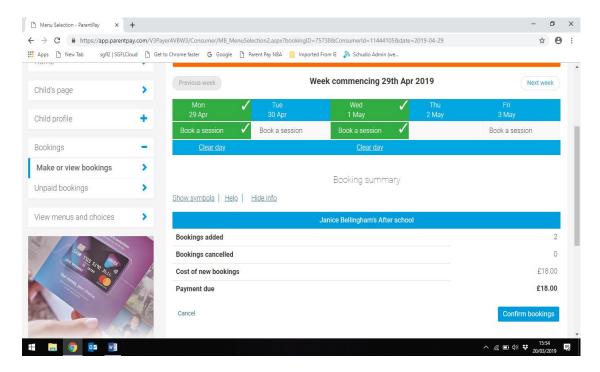
- Log into ParentPay as you would normally and click on the name of the child for whom you are booking places, then click on "View all Payment Items"
- "Breakfast Club Fees" and "After School Club Fees" payment items will both be displayed on the main page.
- Click on "View" to see the item(s) and you will be directed to the page below. You
  are able to add credit to the payment item here, but will STILL NEED TO COMPLETE
  THE BOOKINGS, as directed below; otherwise, we will be unaware of which sessions
  you require.



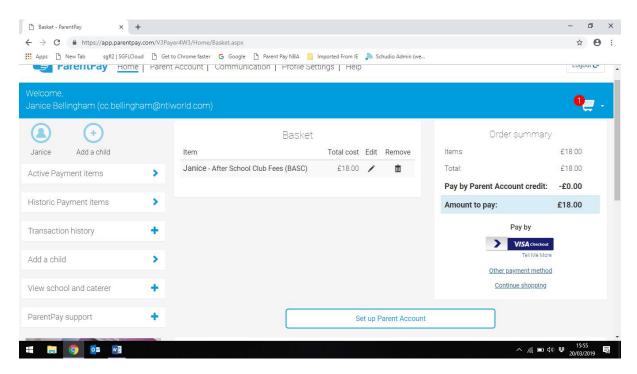
- Once on the page above, click on "Make Bookings" (the small text below "Add to Basket")
- You will be directed to the next page (overleaf). This is the page where you are able to make bookings.
- Once on the page overleaf, click on "Make or View Bookings"



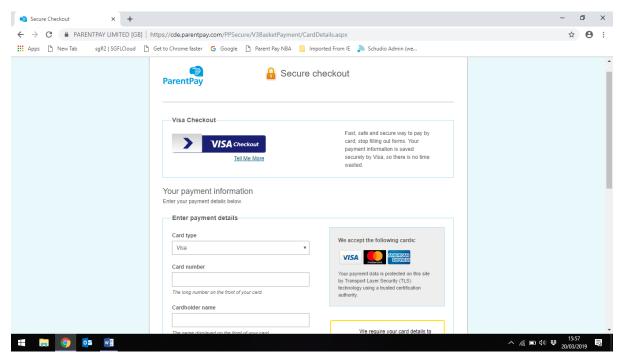
- When you have clicked on "Make or View Bookings", you will be taken to the page below. To book a session, click on the individual day. The day will turn green and a white tick will appear to indicate selection. Click on "Clear Day" if the selection was made in error. Click on "Next Week" to change weeks.
- Click on "Confirm Bookings" once your chosen days have been selected



 Once you have confirmed your booking selections, you will be taken to the next page. This is where you pay for your items.  PLEASE PAY FOR YOUR BOOKINGS IMMEDIATELY. Items left in your basket are NOT confirmed bookings and will be deleted by school management.



 Paying for your bookings is performed in the same way that you would pay for any other item on ParentPay. This is completed on the page below.



- Enter your card details and confirm payment. Your bookings are now complete.
- Please remember we are unable to accept children into before or after school club sessions who have not had a place pre- booked and paid for. Thank you