



Birches First School

Believe, Grow, Succeed...
...to be the best 'me' I can be.



18th July 2024

Childcare Vouchers & Parent Pay

Dear Parents and Carers,

If you currently use childcare vouchers or tax-free government gateway to pay for Birches Club, you will still be able to use these with the new ParentPay booking system. Payments will need to be processed in advance and cleared into the school bank account before the funds are credited to your ParentPay account. Once your account is in credit, you will then be able to book the required sessions on ParentPay using these funds.

Due to the Summer holidays, payments for the new term need to be made by **26th August** to enable credits to be placed on your account for you to book on the new system. Parents that pay by childcare vouchers, e.g. Eden Red, credits may not be added to your account in time for the start of term. On this occasion we can manually book your child to attend club on Tuesday 3rd September and Wednesday 4th September. If you require this, please email office@birches.staffs.sch.uk by Monday 22nd July at the latest.

Once you have made a payment, we would appreciate an email of confirmation sent to the office email including your child's name and payment ID as this will be quicker and easier to locate your payment.

Polite reminder, that once bookings are made and paid for they are non-refundable.

Please bear with us while we introduce this new booking system. If you have any queries, please let the office know.

Yours sincerely

Miss S Varricchione

Headteacher