

Below you will find help and guidance for:

- how to book and pay for before/after school care & after school clubs
- how to pay using childcare vouchers for before/after school care & after school clubs
- how to book and pay for school lunches.

Please note the process below will be the same if you are booking sessions/days of any of the following: before/after school care, after school clubs and the holiday club. It may differ slightly depending on the option, however ParentPay will prompt you to follow it correctly.

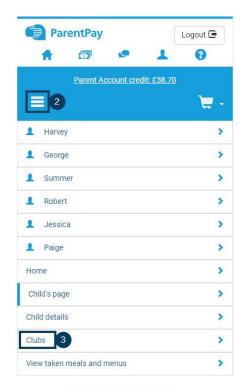
ParentPay Clubs - How to book a session

- Login to ParentPay
- Click the name of the child you wish to book
- Locate the menu, select it and select **Clubs**
- Next, select 'View club' on the club you require
- Make your relevant bookings
- You'll then be directed to make a payment
- **IMPORTANT-** You have 15 minutes to make a payment to finalise and secure your reservation/booking, failure to pay within 15 minutes will result in your reservation being cancelled.

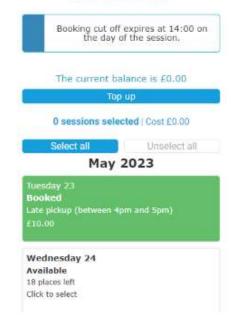
ParentPay Clubs - How to see what sessions I have booked

- Login to ParentPay
- Click the name of the child you wish to book
- Locate the menu, select it and select Clubs
- Next, select 'View club' on the club you require
- A list of all sessions available will now show and any booked sessions will show in green

Please note- If you go into arrears on ParentPay an email will be sent the same day to inform you. Credit will need to be added to clear this.



After school club



Childcare vouchers

If you would like to use childcare vouchers to pay for after school clubs or before/after school care, you will still need to book & pay via ParentPay. Please then send the corresponding amount in childcare vouchers to the school and email Mrs Morris-Branch (k.morris-branch@mayvillehighschool.net) outlining what the childcare vouchers are for (and amount paid via ParentPay). Please contact the finance department for details on how to send childcare vouchers if you are unsure.

We will then refund the amount you paid, this will return to your main account on ParentPay.

Please note- paying with childcare vouchers for any holiday club follows a different process and will be explained on all holiday club booking emails.

You cannot use childcare vouchers to pay for school lunches.

Before/After School Care

- Please book and pay for before/aftercare via ParentPay in advance.
- Only LI to UIII need to book on ParentPay (Not Nursery)
- Senior prep is to be booked and paid for in advance through ParentPay.
- Bookings need to be made before 8am on the day that care is required.
- Although credit needs to be added to book, the cost for a before/aftercare booking will not be taken from your account until the day the booking has passed.
- For last minute after school care, please call the office on 02392 734847 to book. The charge will be added to your ParentPay.

Helpful notes for lunch bookings

- You must have credit on the lunch payment item (School Meals for Mayville High School) on ParentPay in order to book a school lunch for your child. For lunches ordered in school without credit will show as a minus figure and you will need to add credit to clear this
- A way of checking that you have successfully booked a school lunch for a particular date is to look back at the menu and the date will be highlighted in green if it has been booked successfully.
- The cost for a lunch will not be taken from your account until the day the lunch is booked for.
- The cut off time for Parents to order lunch on the day is 8am

Making bookings

- 1. Go to www.parentpay.com and log in
- 2. Select the child to make bookings for
- 3. Select Bookings > Make or view bookings
- Select the time of day that you wish to make a booking for
- 5. Select the week to view
- Select Make or view bookings



- By ordering your child's lunch yourself via ParentPay, will allow you to have control of what your child is having each day. However if you would like your child to have a choice on the day, form tutors have a login for our booking system and can book lunches for your child during morning registration.
- Please note that ParentPay has a glitch where unfortunately 'No Option' needs to be selected for vegetable and dessert if it is not applicable to the main option.

