ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

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Christ is the centre of our school community where we live, love and learn together.

April 2026

Dear family,

ParentPay 'Clubs' Module

There will soon be a new way of booking your child into Breakfast and/or After School Club. From Tuesday 2nd June (Monday 1st is an INSET day), all bookings for Breakfast and After School Club must be made on ParentPay**.** This provision is now LIVE to book! **All current 'patterns' for children's attendance at clubs will cease on Friday 22nd May. Please login to your ParentPay account to secure your bookings before this time.** Please note: Sessions from Tuesday 2nd June will be required to be paid for at the point of booking.

The Benefits

- Parents are able to log into their child's ParentPay account any time of day or night to make or amend bookings for Breakfast or After school Club.
- Only pay for what you use.
- A clearer payment system with better reporting/transaction history.
- Payment at the point of booking, meaning balances are clear and parents are unable to build debt.

How Do I Book?

Making and amending bookings is fast and easy. Here's a quick video tutorial How to Book a Club (Nextgen). If you'd like more support, pop in and see Mrs Gardner who will be happy to help. **Deadline for booking After School Club is 2pm on the day of the required session. Deadlines for booking Breakfast Club is 2pm the day before the required session.**

Tax Free Childcare/Vouchers

If you utilise Tax Free Childcare or vouchers, please ensure you are making payments in advance. There must be credit on your account to allow you to book places at the clubs. Due to confirmation of receipt of funds from Lumen Christi Multi Academy Trust, please allow up to a week for payments to leave your childcare account and reach us. If you don't yet utilise Tax Free Childcare and would like to know more, here's the information you need.

Outstanding Debt

If your ParentPay account for Breakfast or After School Club is in arrears, please make every effort to clear this as soon as possible.

On Friday 22nd May, club balances will be frozen. Any outstanding debts will remain on ParentPay in a separate payment to be cleared no later than 31st August 2026. In the interim, parents are able to continue to make bookings for clubs, but payment must be made in advance to prevent any further debt accumulating. **Should any historic debt remain after 31st August, parents will lose access to the clubs for their children.**

If you would like to discuss your balance or finances, please make an appointment to meet me for a chat.

Thank you for your continued support,

M McLoughlin

Principal