# ST THOMAS MORE CATHOLIC PRIMARY SCHOOL

Horse Shoes Lane, Sheldon, Birmingham, B26 3HU

**Principal: Mrs K Madia**

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

Monday 5th July 2021

Dear parent/guardian(s),

**Tax Free Childcare**

St Thomas More Catholic Primary School has registered for the Tax Free Childcare scheme. This means that you may be able to receive help in relation to the cost of Breakfast and After School Clubs which are run by the school itself.

Using this system means that the government will pay 20% of the cost of your child's Breakfast or After School Club charges for you. Therefore, if you have a £10 bill for a club you will only pay £8. the Government will pay the remaining £2 and the School will receive the full £10. **The Tax Free Childcare Scheme cannot be used to pay for any other items so please only make payments in relation to Breakfast and After School Club.**

In order to use this service and you will need a Government Gateway account. If you do not have a Government Gateway ID, you will need to set this up at;

https://www.gov.uk/help-with-childcare-costs/tax-free-childcare

Once you have been advised that you are eligible, you will then be able to start making payments into the account for childcare. You will be asked to provide details of the childcare provider. Please enter the school's postcode, **B26 3HU**, when prompted in the search criteria. This will then bring up details of the school. Please ensure that these are correct: **St Thomas More Catholic Primary School, Horse Shoes Lane, Birmingham, B26 3HU.**

You will then be assigned a reference number for your child/ren. **It is important that you provide this reference number to the school office and the date of your payment each time you make a payment.** Once the payment has been accepted and credited to your childcare account you will receive an email confirmation. Please then logon to your account to ensure that the payment is transferred over to school.

School will receive notification that a payment has been made and for which child. Once school have received payment the school will record a manual payment on the cashless system.

Please note that once you are set up and are making payments using this service, you should **NOT** continue to make payments for Breakfast or After School Club using ParentPay as they will not be Tax Free.

**Quick Overview of Process**

1. Log on to childcare website https://www.gov.uk/help-with-childcare-costs/tax-free-childcare
2. Set Up Government Gateway ID or login using existing details if you already a have a gateway ID.
3. Complete the eligibility check.
4. Make your payment to Childcare Account either by card or Direct Debit.
5. Receive an email detailing your payment from Gov.uk
6. Provide reference number for child/children to school office.
7. Log back into your account to transfer payment over to school.

Yours sincerely,

Mrs K Madia
**Principal**