

Hayton C of E Primary School, Hayton, Brampton, Cumbria, CA8 9HR
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Head Teacher: Mrs S Lingard

Dear Parents

07th August 2019

Booking and Billing of Breakfast and After School Club

The booking and billing of all Breakfast and After School Club Sessions is managed by parents/carers on-line, via School Gateway. If you do not have access to a computer, or to a mobile device from which you can access the internet, please come to the school office and we will make a computer available to you.

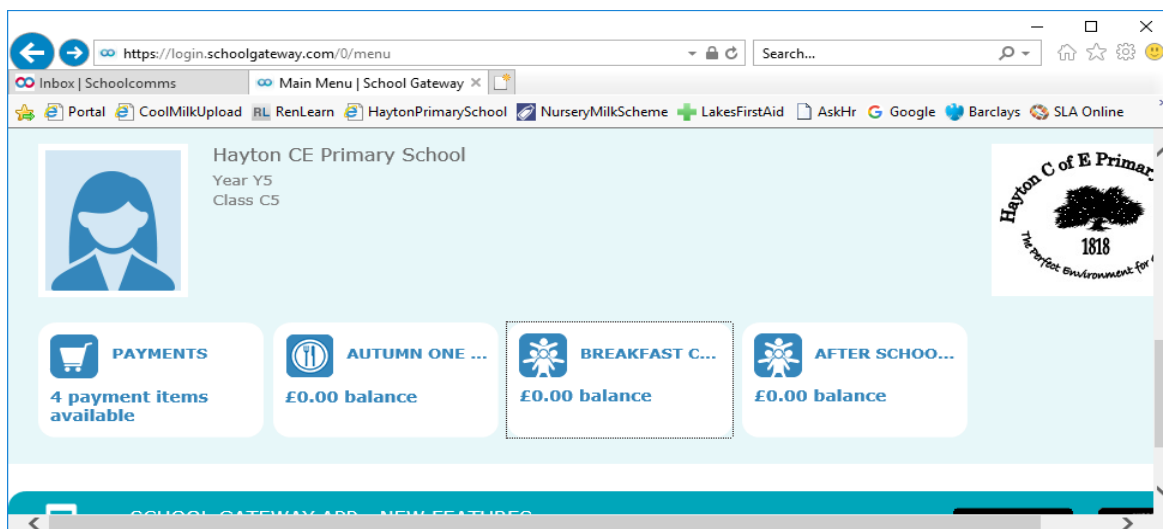
Instructions on how to book sessions are below:

Parents/carers will log into their School Gateway account

If you have never used School Gateway before:

EITHER Download School Gateway from your app store (Android and iPhone) OR Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.

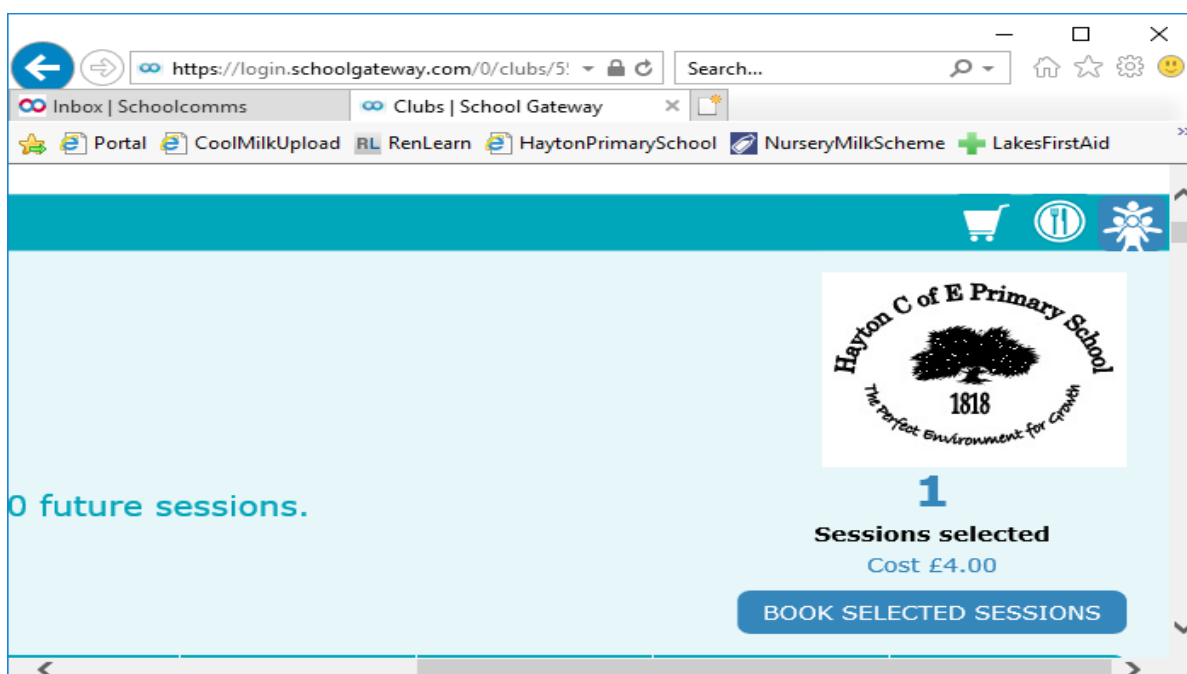
1. Login to your School Gateway Account.
2. Select the relevant Clubs option where you will be able to choose the days on which you would like your child to attend. We recommend you select the option to pay after the session has been attended and not before.



3. Select the relevant dates for the club – for **After School Club**, please book the **Full Session** and it will be adjusted to the correct amount once the attendance has been recorded for your child.

03 Sep 2018	04 Sep 2018 Selected Breakfast Club £4.00	05 Sep 2018 Available Click to select	06 Sep 2018 Available Click to select	07 Sep 2018 Available Click to select	08 Sep 2018	09 Sep 2018
10 Sep 2018 Available Click to select	11 Sep 2018 Available Click to select	12 Sep 2018 Available Click to select	13 Sep 2018 Available Click to select	14 Sep 2018 Available Click to select	15 Sep 2018	16 Sep 2018
17 Sep 2018 Available Click to select	18 Sep 2018 Available Click to select	19 Sep 2018 Available Click to select	20 Sep 2018 Available Click to select	21 Sep 2018 Available Click to select	22 Sep 2018	23 Sep 2018
24 Sep 2018	25 Sep 2018	26 Sep 2018	27 Sep 2018	28 Sep 2018	29 Sep 2018	30 Sep 2018

4. Once the sessions are selected, go to the top of the page and select **Book Selected Sessions**



5. You can select **Book Now Pay Now** or **Book Now Pay Later**, the second option is the recommended one in case you need to cancel the booking at a later point.

PLEASE NOTE:

1. The Breakfast Club register will not be closed until 07:00 on the day.
2. The After School Club register will not be closed until 14:30 on the day so you can make any last minute bookings that you may need online, instead of having to call the school office.
3. For After School Club the first hour of the session will be charged if your child does not attend and the session has not been cancelled.

Yours sincerely

S Lingard