



Great news – Breakfast Club will re-open for the children on Monday 4th September.

Bookings now open

Please book promptly.

- **Places must be pre-booked and paid for online via your School Spider App.**
 - Be mindful that you will need to book 24 hours in advance, so for example, book by 8am Monday for Tuesday's session.
 - We cannot allow children to attend that have not pre-booked and turning up with no booking will result in you being turned away.
- **Cost per session, per child, is £3.75**
 - All payments must be made online – we will not be able to accept cash at the school office.
 - Payments can be made via Tax Free Childcare Scheme or Eden Red (see notes below)
- **Doors open at 7.45am**
 - Even if you see staff in the hall, please be respectful and do not knock on the door to be let in any earlier.
 - Even if the door is open, please wait for a member of staff to let your child enter as they will sign your child in the register and ensure hand washing is completed.
 - Children will have access to games and puzzles and arts and craft activities
- **Breakfast is served from 8am – 8.20am**
 - Children arriving after 8.20am will not be able to eat breakfast
 - Breakfast will consist of cereal, toast, juice/squash/water; fresh fruit and yoghurt on occasions.
- **8.40am – children will be escorted to their classrooms and handed over to their teachers**

PARENTS/CARERS WISHING TO MAKE PAYMENTS VIA TAX FREE CHILDCARE SCHEME (TFC)

Please apply via: <https://www.gov.uk/tax-free-childcare>

Payments made via this way has implications as there will be a time delay:

- Processing the payment via the above
- Uploading the email confirmation you receive from TFC to School Spider using the Voucher process
- The payment being seen in our bank account
- The office verifying the Voucher in School Spider for you to use it against Breakfast Club payments.

On making payment via TFC you will obtain a reference that is unique to your child. It is your child's initial plus three letters of surname, 5 numbers, and TFC at the end.

E.G. A Smith looks like this ASMIXXXXTFC – this will used on all your payments to us.

After processing your payment it can take 24 hours to reach the South Gloucestershire Council account and then to be transferred to our budget. We need to confirm this then verify your Voucher in School Spider.

What you need to do:

- 1. as soon as you have made a payment via Tax Free Childcare, take a screenshot of the email showing your payment**
- 2. Follow the attached instructions and upload the screenshot to the Voucher section in School Spider**
- 3. Once we have confirmed the income we will verify your voucher in School Spider and you can make your payments against it.**

VERY IMPORTANT - The school office only operates term-time only, so you need to notify us of your payment in advance of one term ending and another beginning. i.e. before we break up for Christmas if you need payments ready for bookings in January.

**PARENTS/CARERS WISHING TO MAKE PAYMENTS VIA
EDENRED - Electronic Childcare Vouchers**
(Please check with your employer if this is applicable to you.)

Our Edenred Carer Account Number : **P21251884 – You will need this code.**

Payment will be issued to us by Bank Transfer, on the next working day after Edenred has processed an electronic voucher transfer.

Please allow 2-3 further working days for the payment to appear in our bank account.

For your reference on payment – Please put in St. Pauls/(Your Childs Name).

What you need to do:

- 1. as soon as you have made a payment via Edenred, take a screenshot of the email showing your payment**
- 2. Follow the attached instructions and upload the screenshot to the Voucher section in School Spider**
- 3. Once we have confirmed the income we will verify your voucher in School Spider and you can make your payments against it.**

VERY IMPORTANT - The school office only operates term-time only, so you need to notify us of your payment in advance of one term ending and another beginning. i.e. before we break up for Christmas if you need payments ready for bookings in January.