

Lanchester E.P. (Cont.) Primary School

A Caring Community Where All Can Flourish



Booking Wrap Around Care

To make it easier to book for wrap around care, you can now book Breakfast and Afterschool club sessions via ParentPay. This is for both the main school clubs and Early Years.

You are able to book for sessions on a Monday for the same week, you can book by week or up to half a term in advance. You cannot use this system to book for sessions on the day of booking. If you require the club for the first week, it might be helpful to book these in half term to secure your place.

Once you have booked your sessions, please go to the payment section to make payment.

Please note that you will be unable to book future sessions on ParentPay if your wrap around care account is not up to date.

You may still book places via the office if necessary, using the booking form overleaf. Please do not complete the copy if bookings are made on line.

To make a booking on line:

- Log into your ParentPay account (if you require these details for a first time log in – please contact the office – please note, the office will be closed during half term)
- Where applicable, select which child you would like to book for
- Select which club you would like to book by clicking on view next to Breakfast or After School Club
- Once the box pops up, click on the bottom right “make bookings”
- On the next screen, select which week you would like to make a booking for from the drop down selection
- Click “make or view” bookings
- Select which day(s) you wish to book
- Your balance will show at the bottom of the page
- Confirm bookings
- On this next page you will be able to continue shopping, use this if you need to add another child’s wrap around care bookings to your basket
- Your bookings are now confirmed with the full cost owed showing in your account.
- You can follow the above instructions to cancel any bookings that you no longer need, please note that cancellations online are only available with more than 48 hours’ notice.

Pupil Name(s): _____

Breakfast and After School Club Booking.

Breakfast Club

Please mark each date you would like your child to attend Breakfast Club. The cost is £3.00 per session, or £15.00 per week.

Monday	Tuesday	Wednesday	Thursday	Friday
30 th Oct	31 st Oct	1 st Nov	2 nd Nov	3 rd Nov
6 th Nov	7 th Nov	8 th Nov	9 th Nov	10 th Nov
13 th Nov	14 th Nov	15 th Nov	16 th Nov	17 th Nov
20 th Nov	21 st Nov	22 nd Nov	23 rd Nov	24 th Nov
27 th Nov	28 th Nov	29 th Nov	30 th Nov	1 st Dec
4 th Dec	5 th Dec	6 th Dec	7 th Dec	8 th Dec
11 th Dec	12 th Dec	13 th Dec	14 th Dec	15 th Dec
18 th Dec	19 th Dec	20 th Dec	21 st Dec	

After School Club

Please mark each date you would like your child to attend After School Club. The cost is £4.00 per session, or £20.00 per week.

Monday	Tuesday	Wednesday	Thursday	Friday
30 th Oct	31 st Oct	1 st Nov	2 nd Nov	3 rd Nov
6 th Nov	7 th Nov	8 th Nov	9 th Nov	10 th Nov
13 th Nov	14 th Nov	15 th Nov	16 th Nov	17 th Nov
20 th Nov	21 st Nov	22 nd Nov	23 rd Nov	24 th Nov
27 th Nov	28 th Nov	29 th Nov	30 th Nov	1 st Dec
4 th Dec	5 th Dec	6 th Dec	7 th Dec	8 th Dec
11 th Dec	12 th Dec	13 th Dec	14 th Dec	15 th Dec
18 th Dec	19 th Dec	20 th Dec	21 st Dec	

On occasions where childcare is needed on different days than have been specified above, please inform the school office by phone on 01207520436 or email on school.office@lanchesterep.net as far in advance as possible. This is to ensure we have spaces available and the correct members of staff have been informed.