

## GHPS Morning and After School Club Booking Information

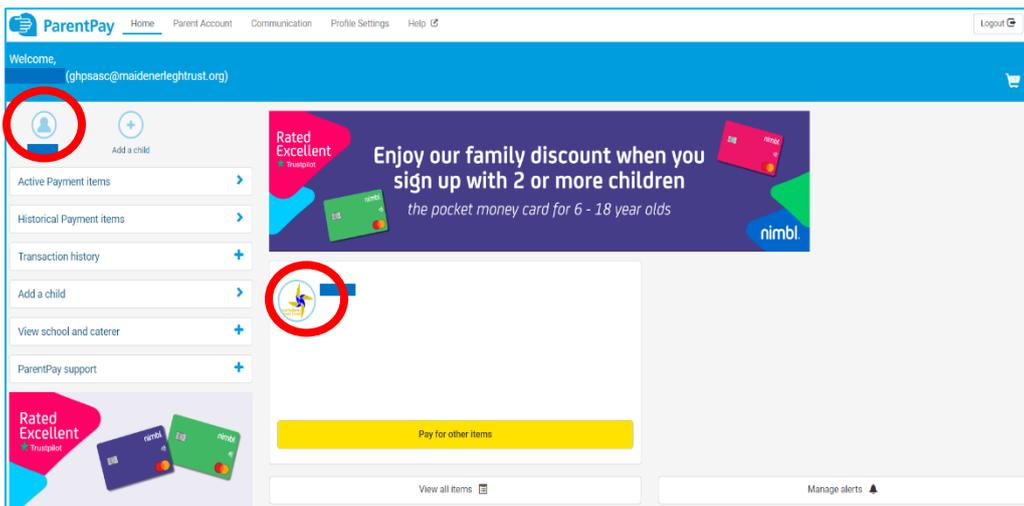
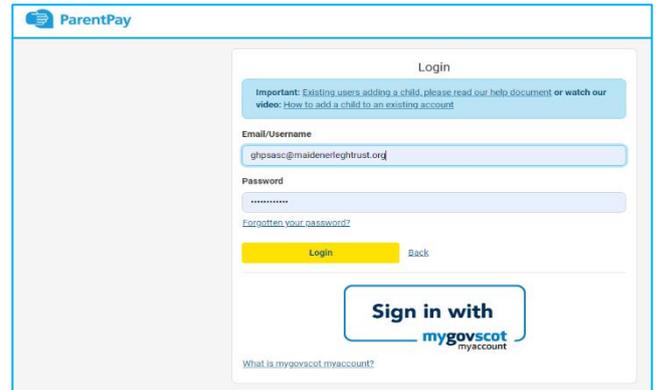
We are delighted to now be using ParentPay to enable parents to book and cancel sessions online for our morning and after school clubs. All sessions must be booked and paid for in advance.

Sessions can be amended up to 24 hours beforehand. Sessions that are booked, not cancelled, but not attended will still be charged.

All enquiries can be emailed direct to [ghpsasc@maidenerleghtrust.org](mailto:ghpsasc@maidenerleghtrust.org)

### How to make a booking:

Log into your ParentPay account ([www.parentpay.com](http://www.parentpay.com)) as normal - if you do not have login details, please email [ghpsasc@maidenerleghtrust.org](mailto:ghpsasc@maidenerleghtrust.org) for assistance.

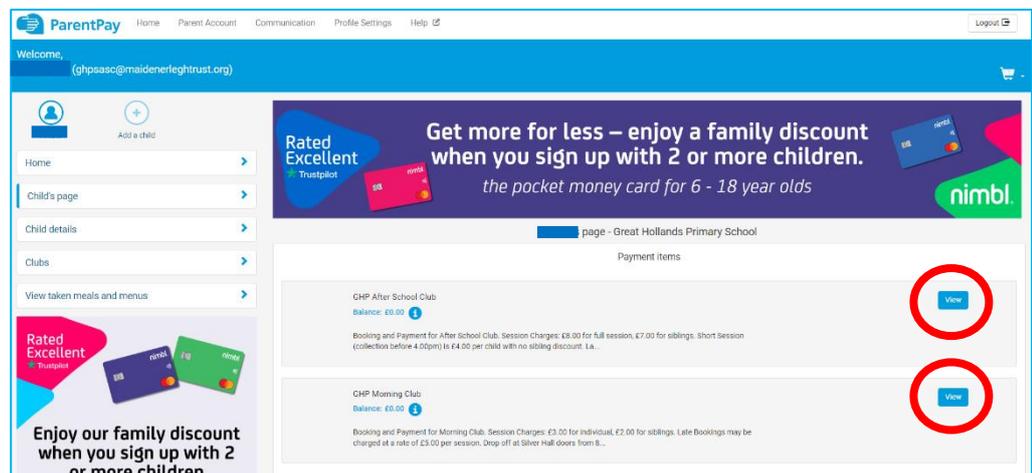


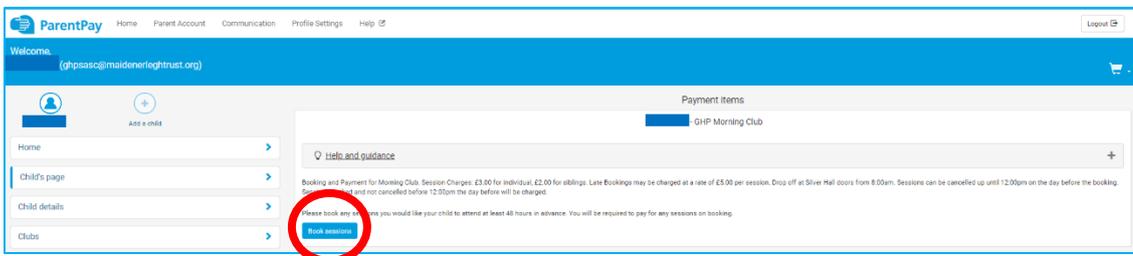
On the main screen, click on the name of the child you need to book a place in club for, either in the top left corner or in the middle of the screen.

This will take you to the child's page.

To book sessions for morning or after school club, click on the 'View' button for the relevant club.

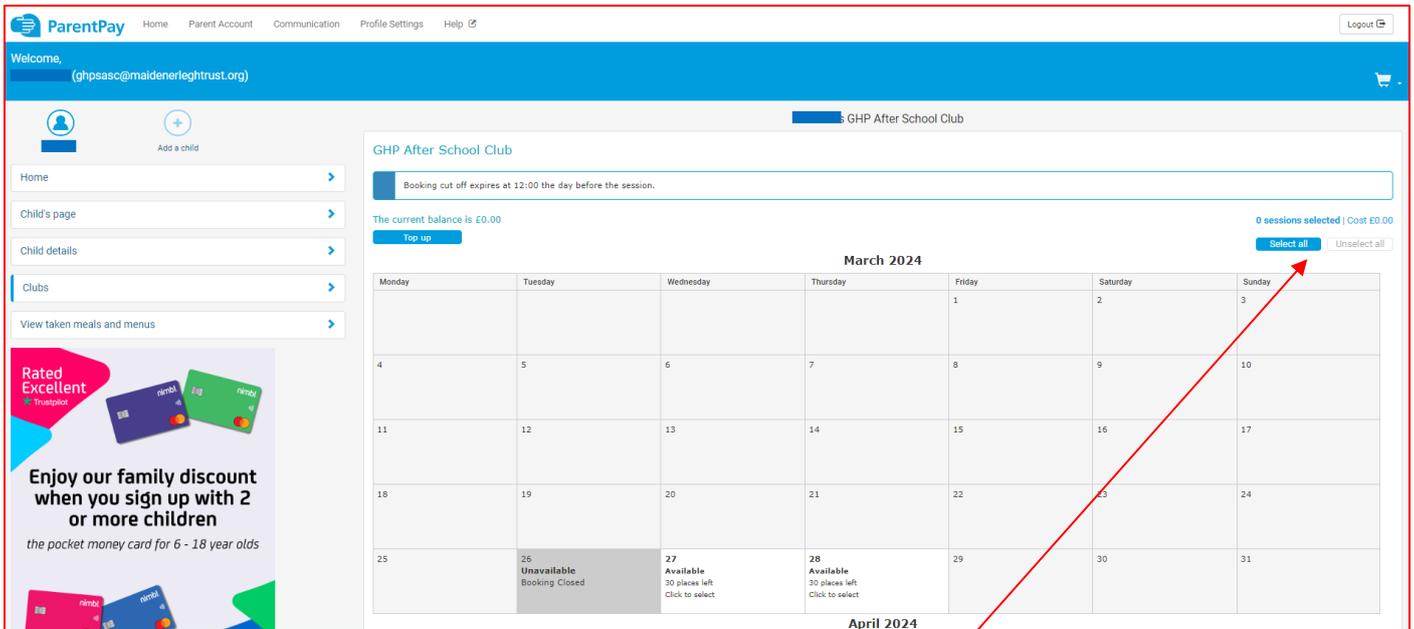
To return to this screen at any time, click 'Child's Page' on the left of the screen.





To book sessions for your child, click the book sessions button.

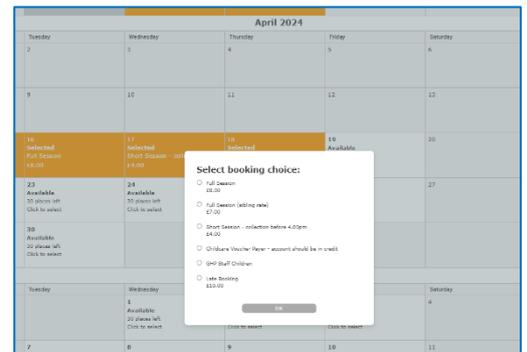
This takes you to the calendar view, where you are able to select the days you wish your child to attend the club.



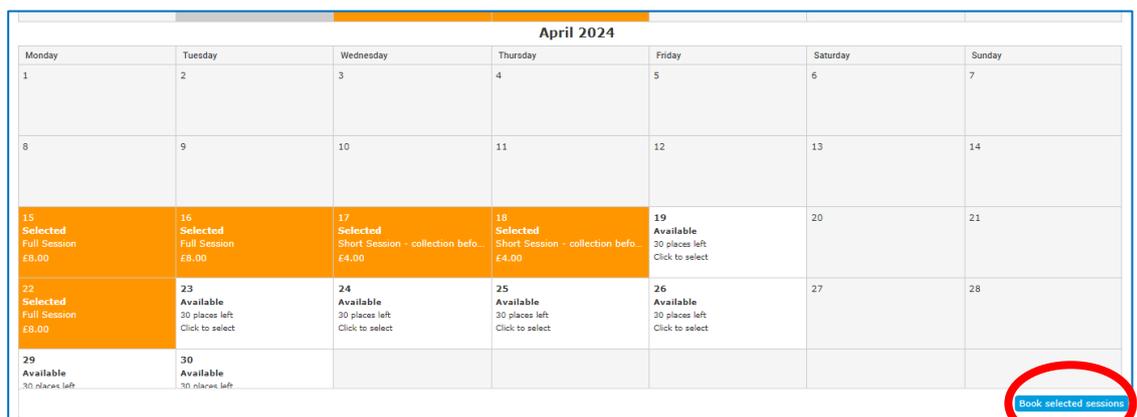
Click on the dates you would like them to attend – there is also a ‘select all’ button if they are attending every day.

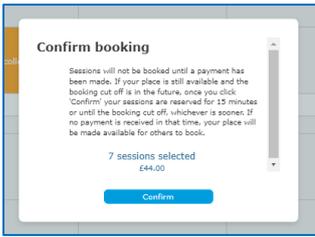
When you select the days required, a pop-up box will appear asking which session you are booking, select one of the options and click ‘OK’ to book for that day.

If you accidentally book the wrong date, you can simply click the date again to remove it.



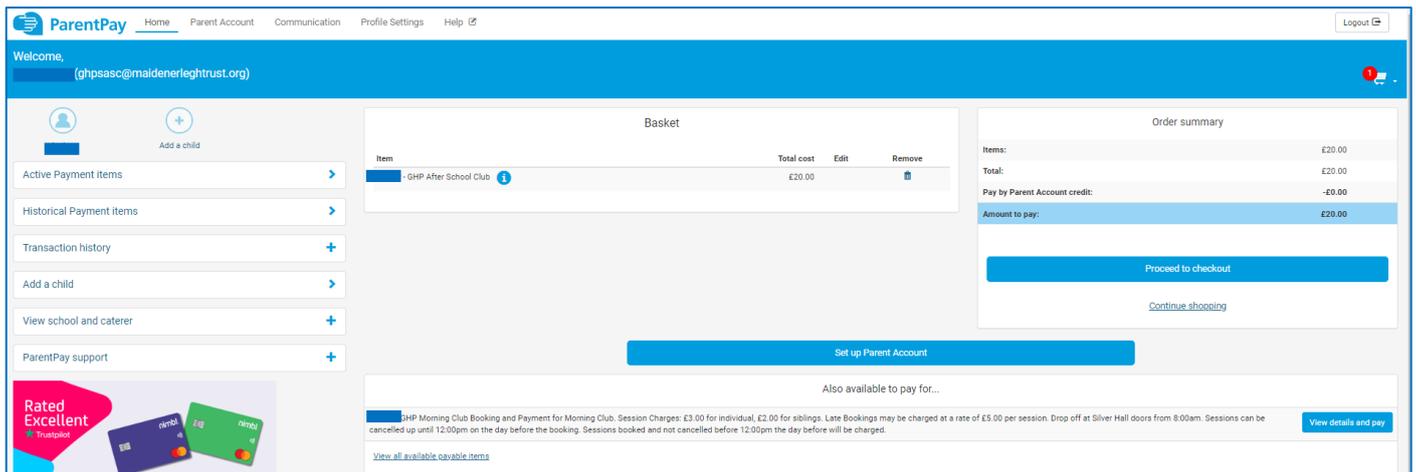
When you have selected all the required sessions, click on ‘Book Selected Sessions’ at the bottom right of the screen.



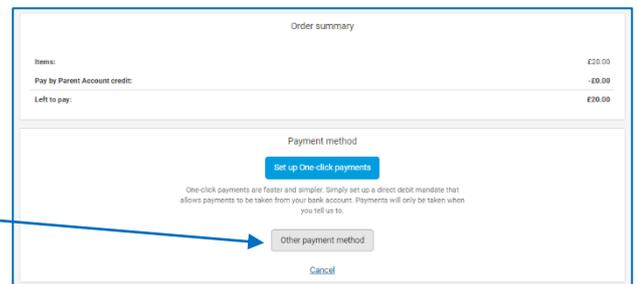


This will bring up a pop-up window, showing the total due for payment. Sessions are not booked until payment has been made. **You have 15 minutes to go through the checkout process or the sessions that have not been paid for will be made available for others to book.** Click 'Confirm' to continue.

This will take you to your basket, showing the pending booking and the total to pay. Click 'Proceed to Checkout' to continue to the checkout screen where you will be prompted to make your payment.

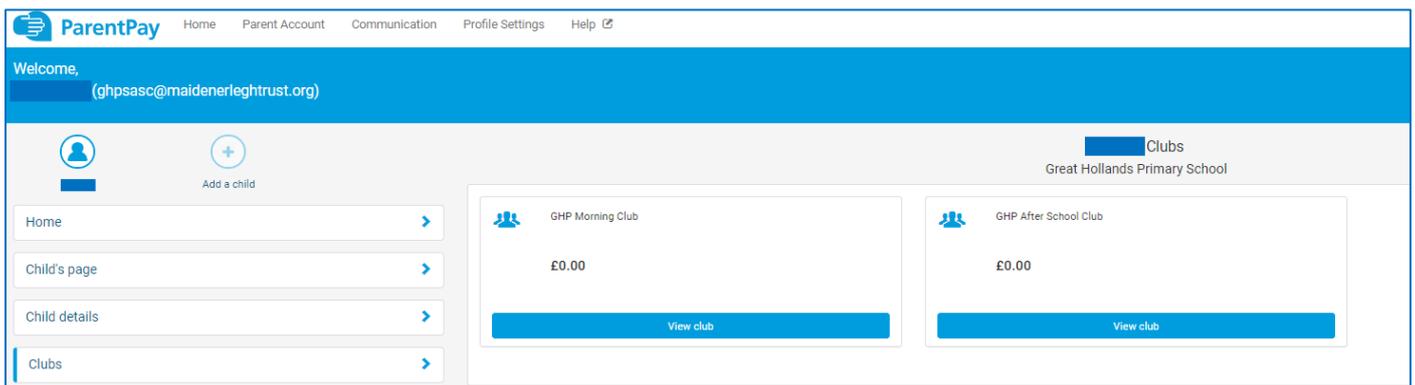


If you would like to pay by card, please click on the 'other payment method' button.



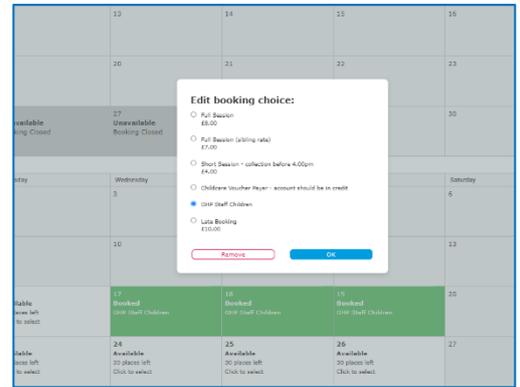
### To cancel a booking:

Log into your ParentPay account as above and click on 'Clubs' on the left of the screen to go to the Clubs page, then click 'View Clubs' for either morning or after school club.



This will display the sessions booked for your child. You can either click a booked session to cancel or amend it or click additional sessions to book them.

Please remember that sessions can only be cancelled online up until 12.00pm the day before and they are not confirmed until payment has been received.



## Important Reminders

If you need to book a session when the online system is showing that booking is closed, please email [gfpsasc@maidenerlegitrust.org](mailto:gfpsasc@maidenerlegitrust.org)

Requests to cancel sessions after 12.00pm the day before will need to be emailed to [gfpsasc@maidenerlegitrust.org](mailto:gfpsasc@maidenerlegitrust.org) - sessions cancelled after the deadline will still be charged.

Sessions are **not booked** until you have been through the checkout and payment has been made.