



Booking Instructions

IMPORTANT

Before you book, please note:

Spaces are on a **first-come, first-served** basis. Book early to avoid disappointment.

Session dates are **pre-defined** by the school—be sure to review them before confirming.

You have a **15-minute window to complete payment** from when the first item is added to your basket.

This is stipulated by ParentPay and unfortunately cannot be adjusted.

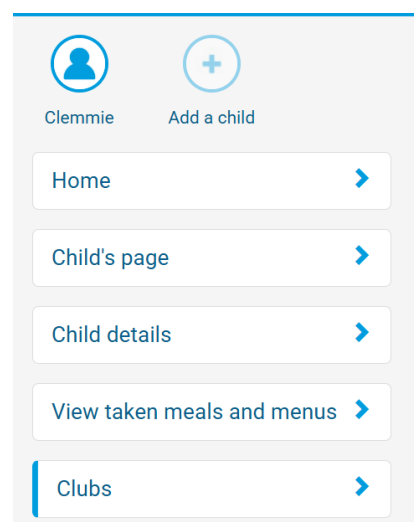
How to Book After School Clubs

Step 1: Open ParentPay:

- Open any web browser (Chrome, Safari, Edge, etc.).
 - Type: <https://www.parentpay.com/> in the address bar.
-

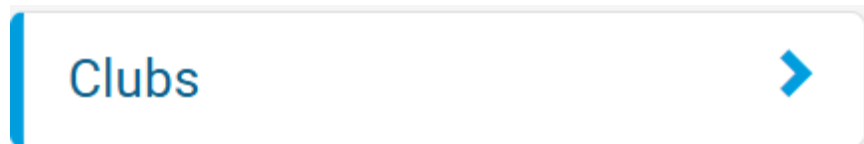
Step 2: Log Into Your ParentPay Account:

- Log in to your account – choose the ‘Parent Login’ option found in the top-right corner and enter your **username and password** to log in.
- If you have more than one child linked to your account, **select the child** for whom you wish to make a booking.



Step 3: Access the Clubs Section:

- Once your child's page loads, look at the menu on the **left-hand side**.
- Click on the '**Clubs**' option.



Step 4: Choose the Correct Day:

Due to the way in which the ParentPay system is set up, we have had to create a club for each day of the week along with **separate clubs for Reception**, which means that you will see multiple club options.

EMC – Early Morning Care

ASC – After School Care

 Apple Pips ASC 1-6 Monday

£9.50

View club

For students in Year 1-6 the club names start with '**Apple Pips ASC**', followed by the day of the week e.g. '**Apple Pips ASC 1-6 Monday**'.

For Reception students the club names start with '**Apple Pips ASC Reception**' followed by the day of the week e.g. '**Apple Pips ASC Reception Monday**'.

- Select the day of the week you need – day of the week is stated in the name.

Monday

1

Available

96 places left

Click to select

Once selected, the chosen day(s) will appear orange.

Monday

1

Selected

5.30-6.00

£6.50

- Select the sessions you need (e.g. every Monday until the end of term).
- From the drop-down menu, select the timings you need.

Select booking choice:

- ☐ 3.30-4.30
£9.50
- ☐ 3.30-5.30
£19.00
- ☐ 3.30-6.00
£25.50
- ☐ 4.30-5.30
£9.50
- ☐ 4.30-6.00
£16.00
- ☐ 5.30-6.00
£6.50

OK

- Confirm your booking

Please ensure you are booking for the correct day, as each day is listed as a separate club.

-
- **Step 7: Confirm and Pay:**
 - Once your sessions are selected, click '**Book**'.
 - This will take you to the **payment page**.
 - You can add sessions from **multiple children or days** to your basket before paying.
 - **Be sure to complete payment within the time limit to secure your bookings.**

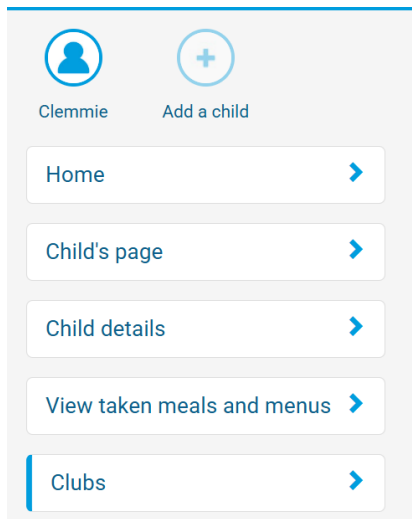
How to Book Early Morning Care

Step 1: Go to ParentPay:

- Open any web browser (e.g. Chrome, Safari, Edge, etc.).
 - Type: <https://www.parentpay.com/> in the address bar.
-

Step 2: Log Into Your ParentPay Account :

- Log in to your account – choose the ‘Parent Login’ option found in the top-right corner and enter your **username and password** to log in.
- If you have more than one child linked to your account, **select the child** for whom you wish to make a booking.



Step 3: Access the Clubs Section:

- Once your child's page loads, look at the menu on the **left-hand side**.
 - Click on the '**Clubs**' option.
-

Step 4: Block Booking or Single Sessions:

The morning club is called '**Apple Pips EMC**' and is set up differently to the after-school club.

For students in Year 1-6 the club is called '**Early Morning Care 1-6**'.

For students in Reception the club is called '**Apple Pips EMC Reception**'.

- **Step 7: Confirm and Pay:**
- Once your sessions are selected, click '**Book**'.
- This will take you to the **payment page**.
- You can add sessions from **multiple children or days** to your basket before paying.
- **Be sure to complete payment within the time limit to secure your bookings.**