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KIDS CLUB BOOKINGS AND PAYMENTS FROM SEPTEMBER 2024

Dear Parents and Carers,

Further to the information sent out in May, we are now ready to open up the booking system for our Kids Club Childcare provision from September 2024 via the School Spider platform.

In the first instance, only the first half of the Autumn term will be available to book. Once we know that the system is working effectively for all, we will open up the booking system for the remainder of the year and the Holiday Club.

As explained, this process will give you much more flexibility over your childcare needs as bookings will be able to be made up until 30 minutes before the start of the session (7am for Breakfast Club and 3pm for After School Club). If circumstances change, bookings can be cancelled up to 24 hours before the start time of each session and a full refund will be automatically credited to your School Spider Account.

In order to make a booking for your child to attend a Kids Club Session:

- Log into the School Spider app and find the Bookings and Payments tab which is accessed via the three lines in the top right hand corner of the app.
- Underneath the search box, there will be different categories of items; find the Kids Club tab and click on it and Breakfast Club and After School Kids Club should then be available.
- Choose either Breakfast or After School.
- This will then open up the days for you to select. You can use the quick 'week' or month' tab to speed things up.
- Sessions are available for everyday from Tuesday 2nd September until Friday 25th October.
- Please select the sessions which you are wanting to book (and for which children, if you have more than one)
- Press on the blue arrow at the bottom which will also tell you how many sessions are selected.
- It will then show details of your booking, if all correct click on 'add to cart'
- You will then be asked if you want to continue shopping or checkout. Once you have finished shopping, **you need to then checkout and pay**. You will get a receipt for this in the app and to your email address. This will detail which sessions you have booked.

The School Spider Guide for payments can be found here: https://www.barkislandcofeschool.org.uk/serve_file/27812134

How to use Childcare Vouchers / HMRC Tax Free Childcare to pay for your booking:

- Complete all the steps above in RED
- You will be asked if you want to continue shopping or to checkout, please click **continue shopping**.
- At the top of the app there is an icon of a bag which should show that there are items in it. Click on this and select the items.

*Working with the Diocese of Leeds and the Metropolitan Borough of Calderdale
May he give you the desire of your heart and make all your plans succeed Psalm 20:4*



- Scroll to the bottom of the items and you will see a blue box 'Add Voucher', click on this.
- It will ask you to select the voucher or upload the voucher.
 - If you have receipt of a voucher, or an email confirmation, this can be uploaded as a picture or a file.
 - If you do not have the actual voucher or confirmation to upload, please complete the Voucher Commitment form and upload this. This form is an editable WORD document and can be found on our school website here: <https://www.barkislandcofeschool.org.uk/page/holiday-club-bookings-forms/126569>
- You will need to input the voucher information
 - Name (of child/dren),
 - Amount of the voucher (this can be more or less than the cost of the bookings),
 - A reference (if you have a reference number please use this, if not, please state the name of the voucher provider)
- **You will then need to confirm this and checkout.** If there is still a balance to pay, you will be able to make this payment after this and then complete the order. If there is a remaining balance, this will be saved to use at a later date.

The School Spider Guide for voucher payments can be found here:

https://www.barkislandcofeschool.org.uk/serve_file/27812135

Once you have uploaded your voucher, this will be sent to us at school to approve. Once we have received the voucher payment, we will approve this, and you will receive a notification.

If the voucher payment is not received in due course, your voucher will be rejected, and an invoice will be automatically generated. Payment then needs to be made as soon as possible to secure the bookings.

Reviewing your bookings and orders

To look back at previous orders and current bookings, if you select the three lines at the top right-hand corner of the app, and in the bottom left-hand corner you will see your profile – click on there and you can find lots of information such as current bookings, previous orders, account balance and voucher information.

We hope that you find the system easy and manageable to use. If you do have any issues or questions, please do not hesitate to contact us.

Kind regards

Mrs Becky Schofield
Headteacher