

Parent Instructions

To book a Wraparound Care session:

Log in to ParentPay

Select your child

Select 'Clubs'

Click on 'view club'

Click on the day/s you want to book

You can click on the date again to de-select it.

When you have chosen all your dates, click on 'book selected sessions'

A pop up window will confirm the number of sessions and let you know how much the charge will be

Click on 'proceed to checkout'

Follow the payment instructions to pay for your sessions



To view sessions that you have booked

From your home page, click on your child's name

Select 'clubs' from the left hand side options

Click 'view club' for the club you want to check

This will show a calendar of booked sessions highlighted in green.

To cancel a session:

From the calendar of booked sessions, click on the date you wish to cancel

Click 'yes' to confirm

This will automatically apply a credit instantly to your club account which can be used against future bookings.

If you will not be booking any future session and want a refund please contact the school office who will arrange this.