



St Andrew's CE Primary School  
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Headteacher: Ms Jo Devine

Wednesday 30<sup>th</sup> August 2023

Dear parents and carers,

St Andrew's CofE Primary school has now updated the way you can book and pay for your child into the Breakfast and After School Club. We will no longer be using the School Cloud system and will instead be using Parentpay. This will make it easier, faster and more convenient for both parents and the school.

### **Instructions**

Please go directly to Parent Pay and login as usual

1. Once you are logged in to your account
2. Click on '**Active Payment Items**'
3. Click on **View** next to the '**St Andrew's After School Club**' payment item
4. Or Click on **View** next to '**St Andrew's Breakfast Club**' payment item
5. If you do not have enough funds in your account, please do the following
6. Choose the amount to pay – **remembering to pay in advance for all sessions**
7. If you have enough funds in your account, you may proceed
8. Choose which account you wish to pay from or set up One-Click payment
9. Click on '**Which Sessions**' you would like to book your child on
10. This will take you through to a calendar
11. Choose the days you need/want
12. If booking the After School Club - You will be asked if you would like to book a **Full session or a Half session**
13. Choose which you prefer
14. Confirm selection
15. If booking the Breakfast Club, you will not be asked this
16. Add your selections to the **Basket**
17. You will be taken to the Basket and can either **Proceed to Checkout** or **Continue Shopping**
18. If you **Proceed to Checkout** – then you will go through the payment procedure
19. At this stage, you can use a pre-existing account or add a new one
20. If you **Continue Shopping** - you may add other items such more days for the **After School Club** or **Breakfast Club** – as an example
21. At all stages up to payment you are able to edit the Basket, either by adding or removing sessions
22. After payment you are able to cancel bookings in advance

Kind regards,

Mrs Genevieve Mulholland  
School Business Manager



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