



*Life in all its fullness*

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Thursday 13<sup>th</sup> October 2022

Dear Parents who use Early Birds and Night Owls

### **The booking and payment system for Early Birds and Night Owls is changing!**

A new booking system has been set up on Parent Pay, this means you now book and pay for the sessions at the same time and in the same place. Hopefully, this will be easier for everyone.

All monies that are in Early Birds and Night Owls on Parent Pay at the end of term will be credited back to you via your account. We hope to get this done in the first couple of weeks of term but please contact me if you think you have owed money.

You can use the system to book sessions for Early Birds or Night Owls from tomorrow. We ask that you book sessions a week at a time and pay for them when you book to ensure your child has a place.

As previously, if you need a space in an emergency, please contact the school office and we will do our best to help. We will never leave a child alone or unattended if you have been delayed in collecting them. If you need to use Early Birds in an emergency, come along with your child at that time and speak to Miss Hardiman.

These instructions for booking on Parent Pay are as follows:

1. Go to [www.parentpay.com](http://www.parentpay.com) and log in ( you can also use the app)
2. Select the child you wish to make bookings for
3. Select **Bookings > Make or view bookings**
4. Select the time of day that you wish to make a booking for

**For Early Birds select Breakfast** (although this is not a breakfast club and children need to have had breakfast before attending)

**For Night Owls 3pm – 4pm** select Afternoon

**For Night Owls 3pm – 5pm** select After School

5. Select the week to view
6. Select **Make or view bookings**
7. You will then be presented with the booking screen
8. Make the required bookings
9. A summary will be displayed at the bottom of the page with any previous bookings shown in red.

Any bookings must be confirmed and paid for within 2 hours of selecting them, if this does not happen, they will automatically be cancelled.

We hope this will be easier for all, but I welcome your feedback. If you have any questions or difficulties with the system please let me know and I will try my best to help or contact someone who can!

Kind regards

Justine Watkins