***How to book Breakfast and Afterschool Club sessions on ParentMail***

Login to ParentMail using your existing login details which you use for other items such as school dinners, uniform etc. If you have not registered already for ParentMail, please contact the school to request a registration email.

Click the 3-bar menu button on the top left of the page and go to ‘Accounts’. Select either Early Birds Breakfast Club or Owls Afterschool Club. You should see your child(ren)’s names above the name of the chosen club.

If there is an amount in ‘green’ eg £20.00 this is the current credit balance on your club account. If there is zero amount in black eg £00.00, you have no credit balance and you will need to make a payment when booking your session.

Select which day you wish to book – remember if in Owls Afterschool Club when you select your day you will also need to choose which session you require, £3.50, £4.50 or £9.00. Then, click ‘Pay Now’. Breakfast Club only has one payment option.

You can then select ‘Continue’ if it is a one-off booking, or ‘Repeat’ if you want the same session each week – you are currently able to book up to the Easter holidays.

You will then get the opportunity to review your selection, chose ‘Confirm’ if correct or ‘Back’ if you need to make changes. If you have no credit balance, you will need to click ‘Checkout’ to pay to reserve the place. If you are in credit, click to pay now and it will deduct the amount from your credit balance, leaving an updated credit total.

The dates that you have booked and paid for will turn green, indicating that these days have been purchased.

I will be able to make any manual adjustments for the sibling discount if you need to change a session and the booking schedule is closed or wish to add monies to your account.

Please remember that the booking window for both clubs closes 24 hours before your chosen session is due to take place.