



## Hedgerows After School Care: Booking Process



We offer three 'Hedgerows' sessions. The full session runs from 3:10pm until 5:00pm. The first of the two shorter sessions run from 3:10pm to 4:15pm and the second session, which is for children to join after another club, i.e. at 4:00pm, 4:15pm or 4:30pm until 5:00pm.

Booking is made via Parent Pay and is £8.00 for the full session or £5.00 for either of the shorter sessions.

Please log in to ParentPay and select your child's account icon. On the left-hand side click on the + sign next to 'Book Meals and Places' then select 'Make or View Bookings'. Under the header 'Make Bookings For', select whether you want to book for Hedgerows 5:00pm, Hedgerows 4:15pm or Hedgerows (After clubs). Under the header 'Week Commencing' select the week commencing required and click on 'Make or View Bookings' where individual days can then be selected. Select days required (day will turn green when selected) and then click 'confirm booking' at the bottom of the screen which will then add the charge to your basket for payment to be made.

Please note the cut off for bookings is 2pm. You can book in advance to secure your place and your booking will stand, so long as you pay for each session before the session begins.

The screenshot shows the ParentPay website interface. The top navigation bar includes links for Home, Parent Account, Communication, Profile Settings, Help, and Logout. A sidebar on the left lists options like Home, Child's page, Child details, Book meals and places (selected), Make bookings, Unpaid bookings, and View taken meals and menus. A promotional banner for 'Top rated Kids' Pocket Money Card and App' is visible. The main content area is titled 'Hedgerows 5pm selection'. It displays a note about payment due dates and a calendar for the week commencing 16th Jan 2023. The calendar shows five days: Mon 16 Jan (Book a Session), Tue 17 Jan (Book a Session, highlighted in green), Wed 18 Jan (Book a Session), Thu 19 Jan (Book a Session), and Fri 20 Jan (Book a Session). Below the calendar is a 'Booking summary' section showing 'Bookings added' (Hedgerows 5pm), 'Bookings cancelled' (0), 'Cost of new bookings' (£0.00), 'Unpaid bookings' (£7.50), and 'Payment due' (£15.00). At the bottom are 'Confirm bookings' and 'Cancel' buttons. The footer contains links for Terms & Conditions, Privacy Notice, Leave Feedback, Use of cookies, and Logout, along with social media icons for Twitter, Facebook, and LinkedIn.

If you make a mistake and wish to cancel the booking select 'clear day'.

If you wish to pay for a booking you have made but have not paid for, please select 'unpaid bookings' from the left-hand side menu to be taken to the payment area. Please note bookings must be paid for before attendance at the session.

If you wish to cancel a booking previously made, please go to the 'make or view bookings' section – select the week commencing of the booking and then select 'clear day' for the relevant day you wish to cancel and then select confirm at the bottom of the page. If you have already paid for this your payment will be allocated to the next session you book.

If you have any queries please contact office@barrowhedges.com. Alternatively, you can ring the school office. We look forward to welcoming your child to Hedgerows.