



Dear Parents and Carers

HOLIDAY CLUB BOOKINGS AND PAYMENTS ON SCHOOL SPIDER

Our Holiday Club bookings are made via an online payment platform "School Spider". In order for you to be able to make a booking, we need you to provide consent that you are happy for us to add your contact details on to the system. The information we require to do this is your children(s) name and DOB, full name of parent/carer who will be making the bookings together with the primary email address and mobile number for that parent/carer. Please email these details to us: kidsclub@barkisland.calderdale.sch.uk

Booking via this platform, provides greater flexibility and control of your childcare needs, which should positively support families financially. The price for a full day session (8.00am-6.00pm) at our Holiday Club is £30.00.

A guide on downloading the School Spider App can be found here:

https://spaces.schoolspider.co.uk/uploads/677/page/38329547_page_file.pdf

Once we have received your School Spider consent you will then be sent links to complete this year's registration and consent forms so that we have all your up to date details prior to any Holiday Club bookings being made.

In order to make a booking for your child to attend a Kids Club Session:

- Log into the School Spider app and find the Bookings and Payments tab which is accessed via the three lines in the top right hand corner of the app.
- Underneath the search box, there will be the Holiday Club category; click on it and the forthcoming Holiday Club should then be available.
- This will then open up the days for you to select.
- Please select the sessions which you are wanting to book (and for which children, if you have more than one)
- Press on the blue arrow at the bottom which will also tell you how many sessions are selected.
- It will then show details of your booking, if all correct click on 'add to cart'
- You will then be asked if you want to continue shopping or checkout. Once you have finished shopping, **you need to then checkout and pay**. You will get a receipt for this in the app and to your email address. This will detail which sessions you have booked.
- If the session is already full and there are no spaces available then please email: kidsclub@barkisland.calderdale.sch.uk to be added to our waiting list. If sufficient interest is received then we will look to increase our staffing and available places.

The School Spider Guide for payments can be found here:

https://spaces.schoolspider.co.uk/uploads/677/page/29758745_page_file.pdf

*Working with the Diocese of Leeds and the Metropolitan Borough of Calderdale
May he give you the desire of your heart and make all your plans succeed Psalm 20:4*



How to use Childcare Vouchers / HMRC Tax Free Childcare to pay for your booking (we will use the term 'voucher' to cover vouchers and HMRC tax Free Childcare) :

- Complete all the steps above in RED
- You will be asked if you want to continue shopping or to checkout, please click **continue shopping**.
- At the top of the app there is an icon of a bag which should show that there are items in it. Click on this and select the items.
- Scroll to the bottom of the items and you will see a blue box 'Add Voucher', click on this.
- It will ask you to select the voucher or upload the voucher.
 - If you have receipt of a voucher, or an email confirmation, this can be uploaded as a picture or a file.
 - If you do not have the actual voucher or confirmation to upload, please complete the Voucher Commitment form and upload this. This form is an editable WORD document and can be found on our school website here: <https://www.barkislandcofeschool.org.uk/page/holiday-club-bookings-consent-forms/126569>
- You will need to input the voucher information
 - Name (of child/ren),
 - Amount of the voucher (this can be more or less than the cost of the bookings but MUST match the payment amount school will receive),
 - A reference (if you have a reference number please use this, if not, please state the name of the voucher provider)
- **You will then need to confirm this and checkout.** If there is still a balance to pay, you will be able to make this payment after this and then complete the order. If there is a remaining balance, this will be saved to use at a later date.

The School Spider Guide for voucher payments can be found here:

https://spaces.schoolspider.co.uk/uploads/677/page/29758745_page_file.pdf

Once you have uploaded your voucher, this will be sent to us at school to approve. Once we have received the voucher payment, we will approve this, and you will receive a notification.

If the voucher payment is not received in due course, your voucher will be rejected, and an invoice will be automatically generated. Payment then needs to be made as soon as possible to secure the bookings.

Reviewing your bookings and orders

To look back at previous orders and current bookings, if you select the three lines at the top right-hand corner of the app, and in the bottom left-hand corner you will see your profile – click on there and you can find lots of information such as current bookings, previous orders, account balance and voucher information.

Holiday Club Staffing

In order to maintain safe and effective staffing levels, we will finalise our staffing ratios by the booking deadline. Therefore, in order to support us with this and to secure your booking, we ask that, wherever possible, bookings are made prior to the deadline date. Once staffing levels have been finalised and where there are still surplus places, these will become available to book again on School Spider until 30 minutes before the session starts (eg up to 7.30am each morning during the Holiday Club). Cancellations can be made up to the booking deadline – any sessions that need to be cancelled after this date will be non-refundable, unless there are exceptional circumstances. If this is the case, please contact us to discuss.

If you require a place but there are no available places to book on the system, then please email kidsclub@barkisland.calderdale.sch.uk to be added to the waiting list. If we have sufficient interest and available staff, we will endeavour to increase the available places.

We hope that you find the system easy and manageable to use. If you do have any issues or questions, please do not hesitate to contact us.

Kind regards

Mrs Becky Schofield
Headteacher