

Booking Breakfast and Afterschool clubs on Eduspot

Step 1

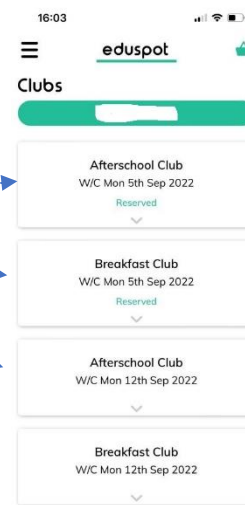
If you haven't already done so, download the Teacher2parents app to your phone from the app store



Step 2

Open the app and select **Clubs** from the main menu. A list of the clubs you can book will appear on your screen (the green band at the top will show the child you are booking for, we have deleted the name for this example).

Clubs are listed in date order for the week commencing ...



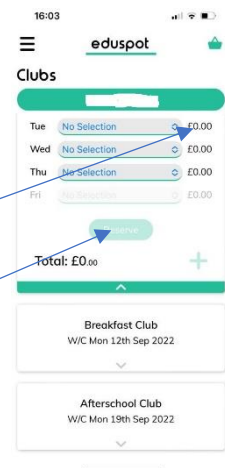
Step 3

Click on the week you would like to book and a drop down list will appear of the days available for you to book that week.

Select the days you want to book by clicking on it. Another drop-down list will appear with the Age group/end time

The charge for the sessions you have selected will appear alongside the day (this is for your information only).

Select the age group/end time you require then click on the green "**RESERVE**" button below. This will transfer your reservations to your **BASKET**

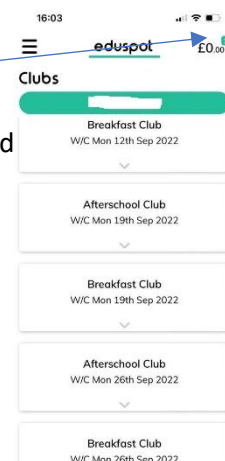


Step 4

Your BASKET is in the top right-hand corner of your screen

You will see that despite the amount listed next to your booking, £0.00 (NIL) has been transferred to your basket.

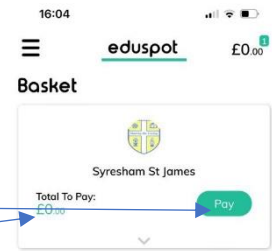
OPEN YOUR BASKET BY CLICKING ON THE ICON



Step 5

After you have opened your Basket, you will see this screen.

The last step is to CONFIRM YOUR BOOKING. You do this by clicking on the green PAY button.



You will see that the amount you will pay is £0.00 (NIL) So no money will be taken when you click pay. All this action does is to transfer your reserved Booking to our system in school so that we can see it.

This step is vital so that we know to expect your child to attend either Breakfast or Afterschool club on the days you require.

Finally

Paying for afterschool clubs. You will receive a text/email every Friday telling you that there is an amount available for you to pay on Eduspot.

You can pay by credit or debit card, either weekly, monthly or termly, or you can pay by childcare vouchers.

We are signed up to all the most used childcare vouchers and to HMRC Nat Savings. Breakfast and Afterschool clubs count as childcare so payments to these clubs are eligible. However, please do not use vouchers to pay for other school events.

Please email bursar@syresham-ce.northants-ecl.gov.uk when you have authorised a payment from your voucher provider with the amount so that we know to expect the payment and can take it off your School Money balance.

We do respectfully request that payments for clubs are cleared at the end of each school term. Thank you.