



# Bengeworth CE Academy

An Exceptional Church of England School

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Thursday 21st October 2021

## Wraparound Care – Breakfast Club and Night Owls' After School Care arrangements

Dear Parents and Carers,

We wrote to you in September to let you know we were looking at a new booking system for our Wrap Around Care provision in school. We are now able to share the arrangements for using the new booking system, **MagicBooking**.

Magic Booking will be used to book all Breakfast Club and Night Owls' places for next half-term onwards, replacing the current ParentPay system (Breakfast Club) and the Google form (Night Owls). Please be aware that this booking system is for Breakfast Club and Night Owls' bookings only at this time.

Hot meals, after school Curriculum+ clubs, educational visits and other events will continue to be booked and paid for through ParentPay.

### **What is changing?**

All bookings for Breakfast Club and Night Owls' After School Care must now be made through Magic Booking and must be made a minimum of 24 hours in advance of the sessions required. Please read our Wraparound Care terms and conditions for full booking details and cancellation arrangements which have been sent to parents, but are also available to view both on our school website and within your Magic Booking account.

### **Setting up your account for the first time:**

An account has automatically been created for you using the information we hold about you and your child/children from information you have previously provided. Please do not create a new account as this will mean that your child/children's information will not be visible.

- To view information about our Wraparound Care (Breakfast Club and Night Owls) and to make a booking, please go to the Parent Information tab on our website: [www.bengeworthacademy.co.uk/wraparoundcare](http://www.bengeworthacademy.co.uk/wraparoundcare) or go directly to <https://bengeworthacademy.magicbooking.co.uk>. Click on the link.
- When you get to the Magic Booking login page, enter the exact email address we've sent this email to in the box. **You do not need to create an account as this has already been created for you using the information we hold.**
- Click on 'Forgot your password?' to the right hand side underneath the email address box.
- A password reset email will be sent to your email. Follow the instructions given to create your password and then enter this when prompted.
- Please check your spam/junk folder if you do not see the email in your inbox.





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- Once your account has been created, you need to read and accept the Terms and Conditions before you can access your account. You will only need to do this once.
- Following this, you will see a notice that tells you that there is missing data for your child/children. Go to the 'Children' tab at the top of the page, followed by 'Consents'. You will need to complete these for each child on the system before you are able to choose and book the sessions you require for your child/children. You will only need to do this once.
- From your account you will be able to make and cancel bookings, access past booking details and payment history.

Any changes relating to your children's data, including health care plans, emergency contact details and authorised collectors will still need to be notified to the school office to be updated.

#### Bookings for Night Owls following after school Curriculum+ Clubs:

If you have secured a place for your child at an after school Curriculum+ club and require further childcare after 4.00pm (Burford Road clubs) or 4.15pm (King's Road clubs), you will only need to book the 4.15pm - 5.00pm session, or the 4.15pm - 6.00pm session according to your requirements. If your child is attending an after school Curriculum+ club you will already have paid for this session as part of securing the place. Please do not book a further 3.00pm/3.15pm to 4.15pm session as this will result in you being charged twice.

#### Payments:

Payments may be made by debit/credit card, childcare/Tax Free Childcare voucher, or a combination of both. You will also have the option of setting up a monthly instalment plan to spread the cost of any bookings which are in excess of 34 days. Your payment plan will be over the same duration as the booking.

You will be able to integrate the element of Childcare Voucher and Tax Free Childcare at the point of booking.

**You will still need to instruct your Tax-free scheme to pay us.**

We look forward to welcoming children to both Breakfast Club and Night Owls. If you have any questions regarding our wraparound care or the booking system, please do not hesitate to contact us using the email [afterschool@bengeworth.worcs.sch.uk](mailto:afterschool@bengeworth.worcs.sch.uk)

Kind regards,

Mrs Kirsty Shaw  
Head of School  
Burford Road

