

Dear Parent,

We are delighted to introduce to you our system for booking Breakfast and Afterschool club. All our bookings and payments are through **magic**booking and we would like to share more information about our booking system.

Account: Your account will automatically be created by importing yours and your children's data from our School Management System.

Our School Management System will remain the primary source of data. Therefore, any changes related to yours and your children's data including health care plans, emergency contact details and authorised collectors will have to be notified to the school.

Bookings: From your account, you will be able to make or cancel bookings, access past bookings details and payment history 24/7.

Payments:

Bookings that are for a period shorter than 34 days will have to be paid upfront. You will be required to pay online at the point of booking to secure your place using card payments.

Childcare voucher: You will be able to integrate the element of Childcare voucher at the point of booking. The system will then give you the balance to pay based on how much you are planning to pay with the tax-free scheme. **You will still need to instruct your Tax-free scheme to pay us.**

Once you have made your bookings and selected the option to pay via Tax-Free childcare please email us on enquiries@ls.keystonemat.org including in the email you child's full name, amount paid and the date the payment was made. We will then reconcile this against your account our end.

WHERE TO FIND YOUR ACCOUNT

To access your account, click the link:

<https://longsuttonprimary.magicbooking.co.uk>

When you get to the login page, enter the email address we've sent this email to in the Username field, then click the 'Forgotten Password' hyperlink and follow the instructions received in the email to create your password.

Please note that all bookings MUST now be through this booking system. We are unable to take any bookings via phone or email. The system will run on a first come first served basis and you will know immediately if there is a place available for your child.

Parents will need to give consents and complete this before making bookings. This is done from the parent end by clicking **Children > click a Child Name > Consents > Edit Consents.**

You are then able to book your required wraparound care by selecting 'book an activity'.

You will also be able to view and amend your bookings on the system up to 24 hours prior to the day.

If you have any questions, please feel free to contact us on enquiries@ls.keystonemat.org

Thank you for your cooperation.

Yours sincerely

Kim Manning

Administrator