

Durham Blue Coat C. E. Aided Junior School

Langley Road

Durham

DH1 5LP

Telephone: 0191 386 5975

E-mail: bluecoat@durhamlearning.net

Website: www.bluecoatcofejunior.co.uk

Head Teacher: Mrs L Grieve



25th September 2020

Breakfast and Tea Club Booking System Instructions

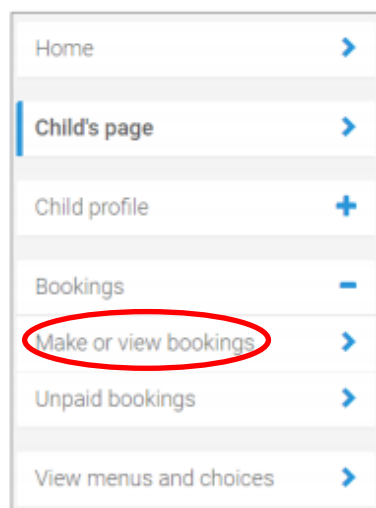
Dear Parent/Carer,

Since 1st September, we have been operating a new booking system for our Breakfast and Tea Club via Parent Pay. For the majority of parents/carers, the booking system seems to be working well; however, for some there is still a little uncertainty regarding how it operates. We have therefore put together this short guide on how to make bookings, which will hopefully help iron out any problems.

Step 1: Log onto your parent pay account.

Step 2: If you have more than one child on your account, select the child you wish to make a booking for.

Step 3: Select Bookings > Make or view bookings.



Step 4: Select the time of day that you wish to make a booking for.

To book, please select from the options below and then select 'Make or view bookings.'

Make bookings for:

Week commencing:



You should then be presented with a booking screen (*please note the example below shows lunch time but should look similar for Breakfast and After School Tea Club*).

Lunch time selection

PLEASE NOTE: When confirming your booking, if the Payment due value is not £0.00, you will need to credit the account within 2 hours. Failure to do so will result in your booking being cancelled.
This will in no way affect free school meal bookings as these are always considered as zero cost.

Previous week **Week commencing 18th Jan 2016** Next week

Mon 18 Jan	Tue 19 Jan	Wed 20 Jan	Thu 21 Jan	Fri 22 Jan
Book a meal	Book a meal	Book a meal	Book a meal	Book a meal

[Clear day](#)

Step 5: Make your required bookings. The booking system allows you to book up to 100 days in advance with the flexibility that you can cancel any booking you have made up to the day before.

For After School Tea Club, parents are asked to book the session as required; if however you are late and go into the next session then the later amended rate will be charged and vice versa if you have booked a later session and pick up early, an amendment can be arranged.

Step 6: A summary will then be displayed at the bottom of the page with any previous unpaid bookings shown in red.

Oliver Hillier's Lunch time	
Bookings added	5
Bookings cancelled	0
Cost of new bookings	£10.50
Unpaid bookings	£0.20
Payment due	£10.70
Cancel	Confirm bookings

Step 7: Review the booking summary, and select confirm bookings.

Step 8: Any credit in your Parent Account will be used to pay for the booked sessions. Any remaining cost can be paid by card or Visa Checkout by selecting the appropriate option.

When booking, you will be asked to pay for any booked session at the time of booking; however, you do not need to pay until the day before. Please note that if payment is not received by the day before your booking, your child's place will be automatically **CANCELLED**. It is therefore very important that you ensure all bookings are paid on time.

If you have any more queries regarding the booking system please do not hesitate to contact the school office either via email bluecoat@durhamlearning.net or telephone 0191 386 5975 and we will be happy to help.

Yours sincerely,

Miss J Wilson
Administrative Assistant

