

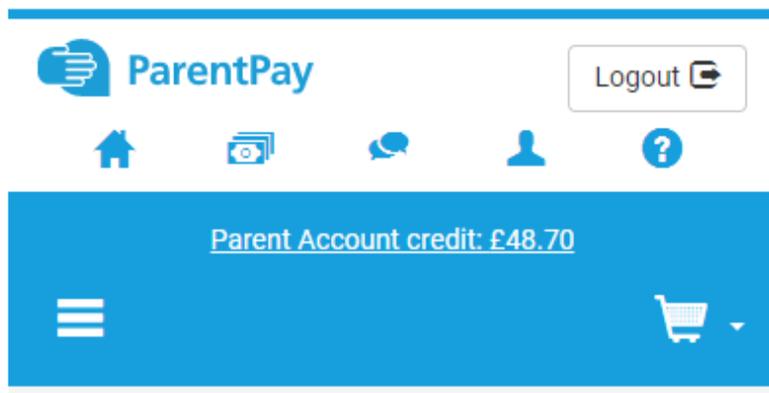
ParentPay Clubs - How to book a session

 This article will teach you...

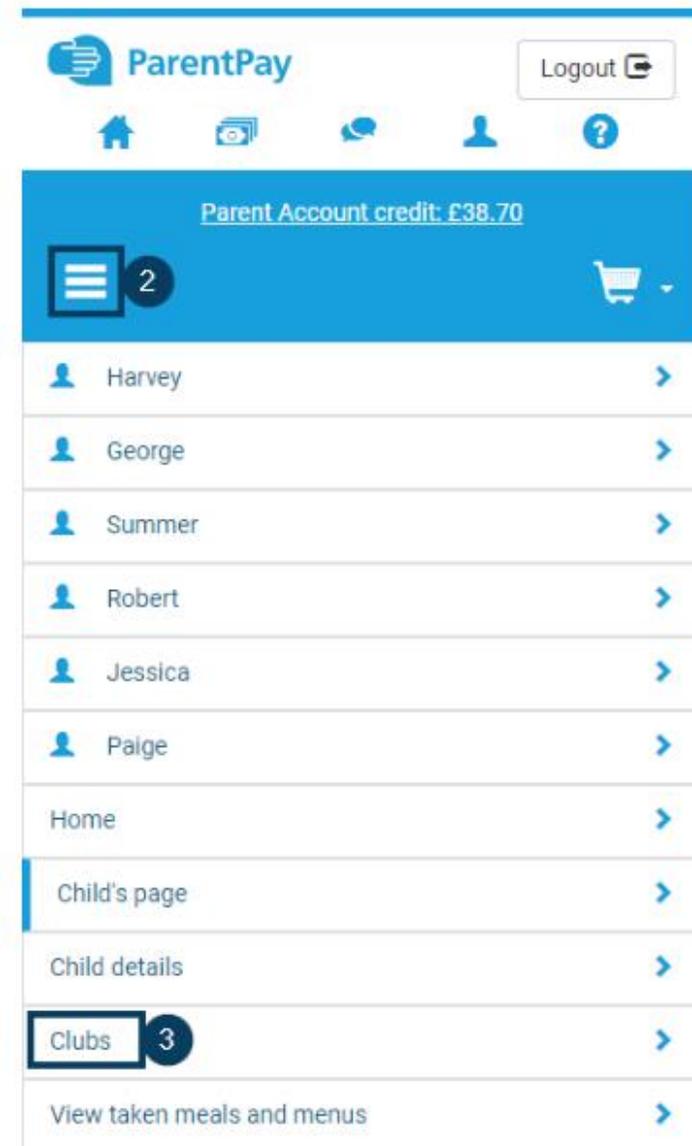
How to book a session on a club for your child

Login to [ParentPay](#)

Click the name of the child you wish to book



Locate the menu, select it and select **Clubs**



Next, select **View club**

The screenshot shows the ParentPay mobile app interface. At the top, there is a blue header with the ParentPay logo on the left and a 'Logout' button on the right. Below the header is a navigation bar with icons for home, wallet, chat, profile, and help. A blue bar below the navigation bar contains a menu icon on the left and a shopping cart icon on the right. The main content area is titled 'Harvey's Clubs' and 'St Paul's Academy Trust'. It features a card for an 'After school club' with a price of '£0.00' and a blue 'View club' button at the bottom.

The screenshot shows the ParentPay mobile app interface for a club booking. The title is 'Breakfast Club'. A blue box at the top contains the text: 'Booking cut off expires at 06:00 on the day of the session.' Below this, it states 'The current balance is £0.00' and has a blue 'Top up' button. It shows '1 session selected | Cost £10.00' with 'Select all' and 'Unselect all' buttons. The calendar shows 'January 2023' with 'Tuesday 31' selected in orange, with details: 'Selected', '7am-8am', and '£10.00'. Below the calendar is 'February 2023' with 'Wednesday 1' listed as 'Available'.

Breakfast Club

Booking cut off expires at 06:00
on the day of the session.

Select booking choice:

- 6am-8am
£20.00
- 7am-8am
£10.00
- 7:30am-8am
£5.00

OK

Wednesday 1

Confirm booking

Sessions will not be booked until a payment has been made. If your place is still available and the booking cut off is in the future, once you click 'Confirm' your sessions are reserved for 15 minutes or until the booking cut off, whichever is sooner. If no payment is received in that time, your place will be made available for others to book.

1 session selected
£10.00

Conf.



If you need to pay for any session(s) you'll be directed to make a payment

Order summary	
Items:	£10.00
Total:	£10.00
Pay by Parent Account credit:	-£0.00
Amount to pay:	£10.00

Pay by

 Bank Transfer



[Continue shopping](#)

IMPORTANT

You have 15 minutes to make a payment to finalise and secure your reservation/booking. Failure to pay within 15 minutes will result in your reservation being cancelled.

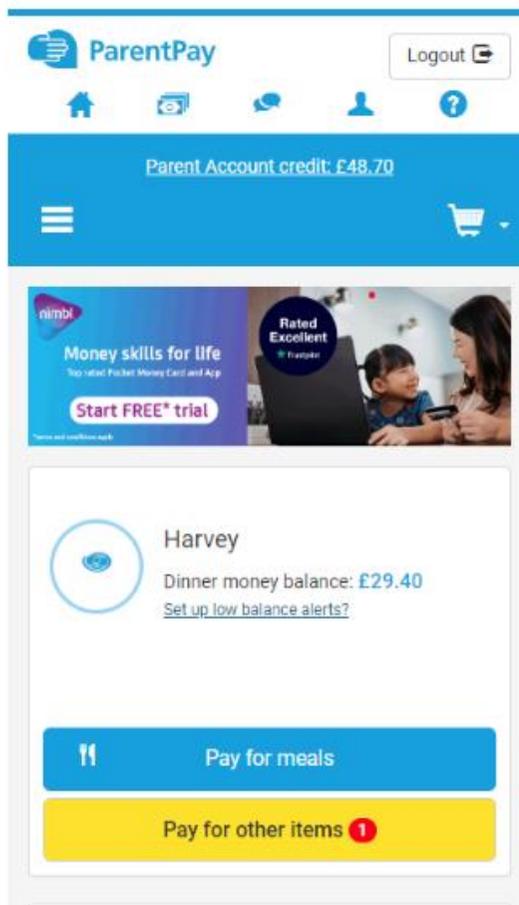
Important Note: Payment must be made at the time of booking.

Bookings WILL be automatically cancelled if payment is not made.

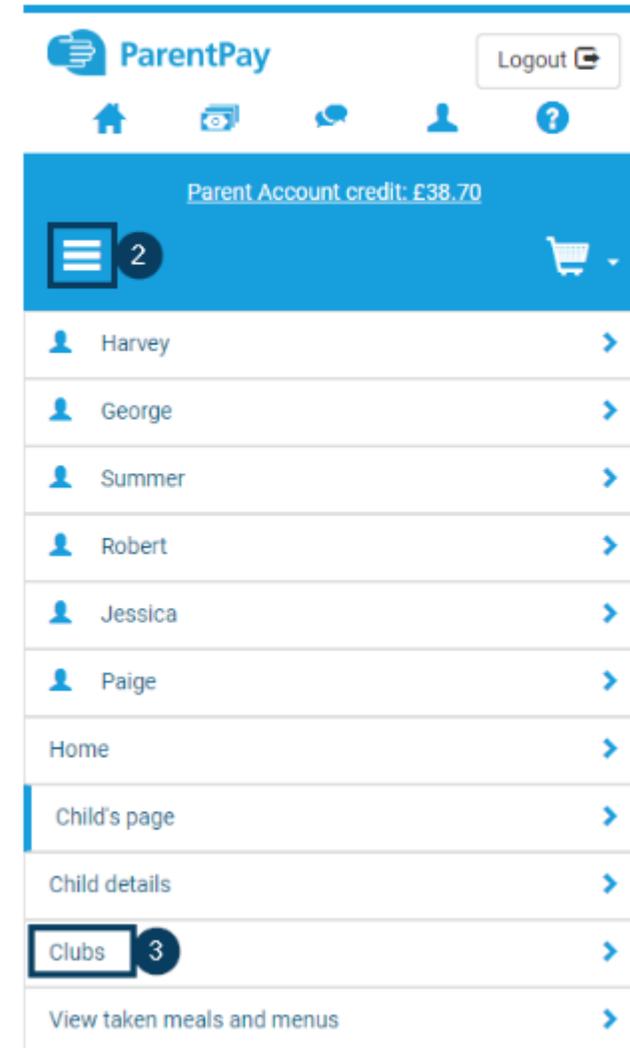
ParentPay Clubs - How to see what sessions I have booked

Login to ParentPay

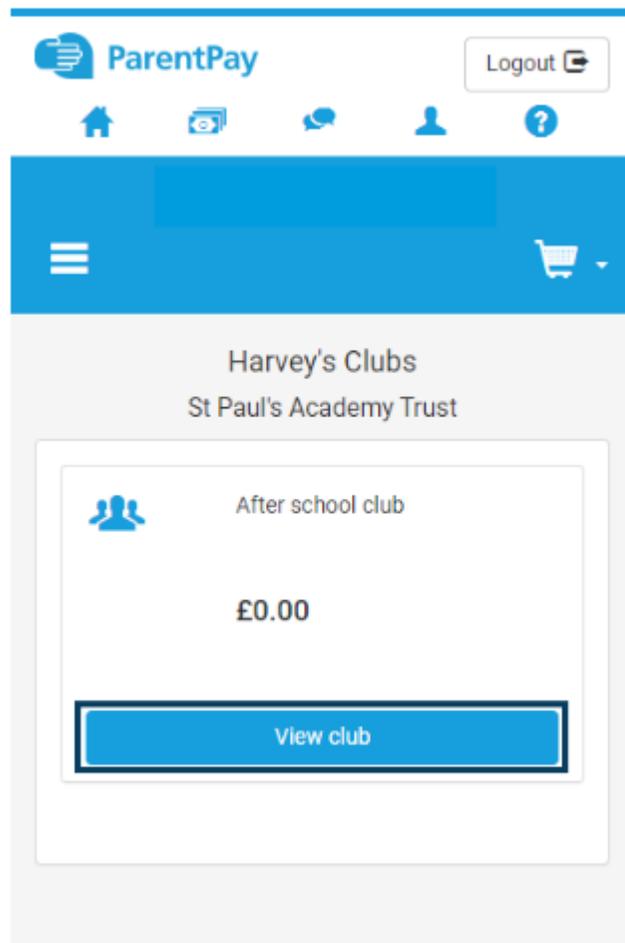
Click the name of the child you wish to book



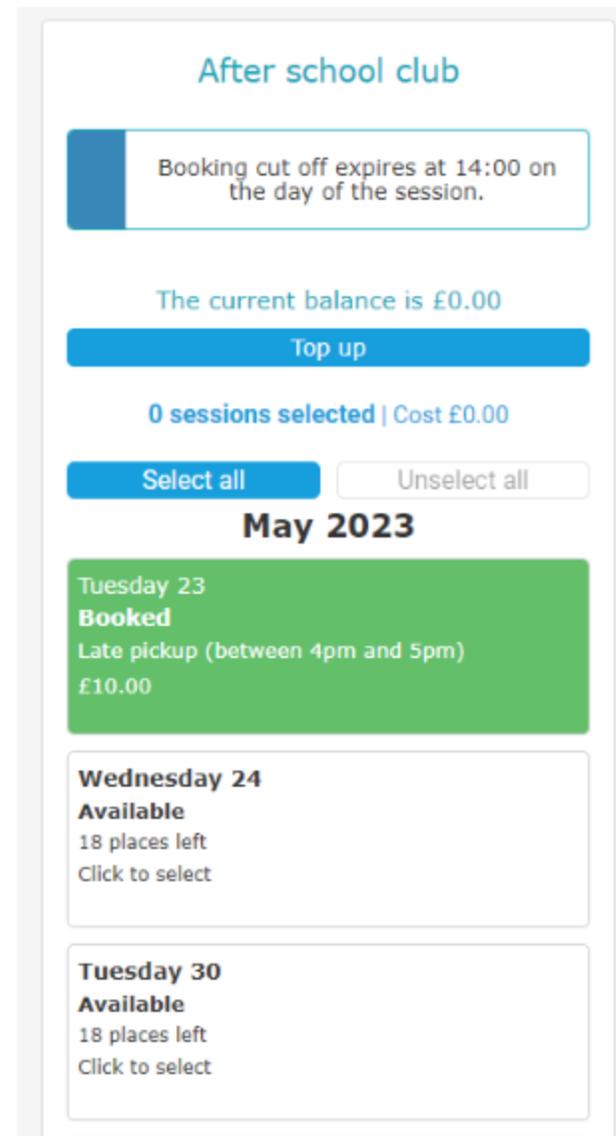
Locate the menu, select it and select **Clubs**



Next, select **View club**



A list of all sessions available will now show and any booked sessions will show in green



NOTES

- Please book your sessions in advance.
- A weekly reminder will be sent on a Friday to book your sessions for the following week.
- The latest time to book sessions is 22.00 the evening before, to ensure you get your required sessions it is advisable to book the full week in advance.
- Please bear in mind that payment is required as soon as you book your sessions.
- Once you have booked a club if you need to make any changes or cancellations you must contact Mrs Clifton in the office who can make amendments for you.
- A reminder 7 days' notice of cancellation is required to cancel sessions without incurring full charges.