



# ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

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Dear Parents/Carers,

## Before & After School Provision – NEW! Expanded Hours

### 1.0 Introduction

We have some exciting news to share with you! Due to the growth of the provision, feedback from parents and the opportunity to access funds to support delivery of out of hours provision we will be expanding before and after school provision from September 2024. The Government are providing funding to school to offer greater wraparound care opportunities to support parents/carers in returning to the workplace. This new opportunity will allow us to extend the operational hours of the club.

We will continue to use the new online booking system [Magic Booking](#) for all Before & After School Provision bookings, this gives you access to your account and children's information while allowing you to book and pay online 24/7. Any profits generated by the provision are re-invested into the school for the benefit of the children.

As with any system change, there will be some adjustments in the way you book sessions. Although we are going to do our utmost to minimise the impact whilst we expand the service, we kindly ask that you support us during the transition period.

### 2.0 What is Changing?

The funding will enable us to expand our current provision to open earlier and close later each day. Provision will still be managed by the school and school staff will continue to deliver the provision. All that is changing is the sessions available to book, this will afford parents/carers a wider selection of options to suit their individual needs/budget. There will be no price increase to the original standard sessions, new charges will apply to the expanded hours, please see below for details of sessions which will be available from September;

The before and after school extended care will be available on a daily basis as follows;

<b>Before School Provision</b>	Session 1 – Expanded	7.30am-9.00am	£5.00 per day
	Session 2 – Standard	8.00am-9.00am	£3.00 per day
<b>After School Provision</b>	Session 1 – Expanded	3.15pm-5.30pm	£10.00 per day
	Session 2 – Standard	3.15pm-4.30pm	£4.00 per day
	Session 3 – After Clubs*	4.15pm-5.30pm	£6.00 per day

*\*Session 3 – New Option to support childcare for pupils attending after school sports clubs  
After School Provision Only - Sibling Discount 25%, siblings must attend the same session for the discounted rate*

"May God's love shine in our lives as we care and share and learn together."

### 3.0 What Next?

Please ensure you have read the revised terms and conditions with particular attention to bookings, cancellations and payments.

If you already have an account and access before and after school provision, you do not need to do anything further. The new sessions will be available on the booking systems for autumn Term 1 bookings which will go live this week.

If you don't currently access provision but would like to from September, first please set up your user account. Once you have completed this you will be able to book sessions for Autumn Term 1 when they go live this week.

### 4.0 Setting up Your Account

#### NO ACCOUNT = NO BOOKINGS

If you have not yet set-up a user account you need to do this first, without this you will not be able to make any bookings for your child/children or access provision.

You can create your account by going to the link: <https://st-raphaels.magicbooking.co.uk/>

**Top Tip!** Bookmark this website/add it to your favourites as this is where you will log in to make, amend or cancel bookings, check bookings and make payments.

Simply click the button 'Create an account', you can use the **Help?** Section on the top right hand-side of the website and follow the process described in the relevant sections.

### 5.0 Making Bookings for Autumn Term 1

#### CHOOSE – CHECK - CHECKOUT

Log into your Account, CHOOSE the sessions you want to book, CHECK availability and confirm your choices, then CHECKOUT with either debit card or tax-free childcare.

Please note there are now multiple sessions available for both before and after school sessions, ensure you select the correct timings to suit your needs. Sessions available for booking are as follows;

Before School Provision	Session 1	7.30am-9.00am	£5.00
	Session 2	8.00am-9.00am	£3.00
After School Provision	Session 1	3.15pm-5.30pm	£10.00
	Session 2	3.15pm-4.30pm	£4.00
	Sessions 3	4.15pm-5.30pm	£6.00

Further instructions on how to book, access bookings, and account details can be found in the **Help?** section on the top right hand-side of the website, before you start, please watch the video below on How to Make bookings;

**Magic Booking – Making a Booking You Tube Video:** <https://youtu.be/wff0GqBLdil>

When you have chosen your sessions and checked availability you will reach the 'Booking Summary' page. On this page you will be asked to choose a payment method – there are 2 options which are payment in full by debit card or transfer in full by CCV (Tax Free Childcare Vouchers).

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Payment by card is due within 48 hours of making the booking, non-card payment will result in the place being cancelled.

Payment via TFC should be transferred to school and reconciled within 7 days, please transfer vouchers via your provider in the usual way. Vouchers will only be credited to MagicBooking once the school has received remittance/reconciled the income on the bank account.

Late bookings, if staff add a late booking, you will receive a confirmation email and then need to log in and pay for this via your user account or transfer TFC vouchers. School is not able to take card payments for MagicBooking.

PLEASE NOTE: If you have outstanding fees on your MagicBooking account you will not be able to make a further booking until these have been cleared either by card or transfer of TFC Vouchers.

## **6.0 Magic Booking System**

**ALL bookings for provision are to be made by parents/carers via the Magic Booking Platform.**

Where a child arrives to provision and they are not on the register parents/carers will have 1 grace session where the child can stay whilst parents register a user account and book sessions for future dates. **After this you will not be able to access provision unless you have booked and paid for sessions via Magic Booking.**

You will be able to make bookings up to 7.15am for the same day, after this time you can contact the office to add a late booking (subject to availability). You can also make changes to your bookings in line with our terms and conditions. From your account Dashboard you can access Help guides on all aspects of Magic Booking.

If you have any questions, please feel free to contact us on 0161 338 4095 or via [admin@st-raphaels.tameside.sch.uk](mailto:admin@st-raphaels.tameside.sch.uk) and we will do our best to support you. Thank you for your cooperation.

Kind regards,

**The School Office**