

Hallbrook Plus

A Guide to Booking Sessions

Hallbrook Plus has been now running successfully for the past 3 years and we continue to look at ways to improve our provision and make bookings easier.

We are delighted to introduce a new booking system for Hallbrook Plus. The new system is run through the Parentpay system which you are all familiar with and should make it easier for parents.

For the first time since we opened the setting we are having to adjust our pricing for 2020-2021 which are detailed below

Breakfast Club	£5.20
After School Club 16:30	£6.20
After School Club 18:00	£11.25

How to book into Hallbrook Plus

1. Log into your account
2. Click on the child you wish to book in
3. This will now list anything you can pay for (as seen below)

16:30 After School Club Balance: £0.00 Hallbrook Plus 16:30 finish	£6.20	View
18:00 After School Club Balance: £0.00 Late finish HB+	£11.25	View
Before School Club Balance: £0.00 Before School Club session in Hallbrook Plus	£5.20	View

4. Click on the appropriate item (it will take you to this screen)

Oliver - 16:30 After School Club
Balance: £0.00

Hallbrook Plus 16:30 finish

Payment

Choose payment amount

£

Min - £6.20 / Max - £500.00 (set by school)

[Bank Transfer](#) [What is this?](#)

[Add to basket](#) [Cancel](#)

[Make bookings](#) ←

5. Select make bookings – select the week you want to book on for and click the blue box called make booking.
6. You then click on the book a session icon. If done correctly this will turn green.
7. Click confirm booking
8. Repeat this for all bookings you require.
9. You will then need to make payment for the bookings as shown in step 4. The box will self populate the total cost.

IMPORTANT INFORMATION and FAQ's

Booking Deadlines

You must book your sessions by 22.00 on the Friday before the week you require as the system will lock down after that time. **Please note that you must make payment within 2 hours of your booking or it will be cancelled.**

I want to make a late booking

If you need to book a session or change a session for that week at late notice you must call the office who will book your child in. Please be aware this will create a debtors email until payment is made.

I usually pay by Childcare Vouchers

For those parents who pay using childcare vouchers please continue to use the online booking form as per our current bookings. We will add your child to the register from our end.

I usually get sibling discount

The system is unable to recognise siblings when making bookings so please book and pay for all children as per these instructions. We will at the end of each month issue you a credit in the Parentpay system for any discount for additional children which can be offset against future bookings.