



Heavers Farm & Selsdon Primary Schools

4th March 2021

Dear Parent/Carer,

We recently let you know about the implementation of **magic**booking. We have been rushing this through as quickly as possible so that we could have this up and running for the reopening of our schools on Monday, 8th March 2021.

INFORMATION

Here is further information about **magic**booking:

Your magicbooking Account: Your account has automatically been created by importing your data from our School Management Information System, SIMS.

SIMS will remain the primary source of data. Therefore, any changes related to yours and your children data including health care plans, emergency contact details and authorised collectors will have to be notified to the school in the usual way.

Club Bookings: You can book all clubs from you **magic**booking account. You will be able to make or cancel bookings, access past bookings details and your payment history 24/7.

Bookings will be made online instead of filling forms, sending emails or calling us.

Payments: You will be able spread the cost of your booking with a monthly instalment plan. This only applies to bookings that last over 34 days and your payment plan will be of the same duration as the booking.

Your payments will be equal every month making it easy to budget your expenses. It works a little bit like your utility bills, you pay the same amount every month regardless of how much you consume, the only difference is that there won't be any adjustment at the end of the period as these will happen in real time; If you cancel or add dates to an existing booking your

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monthly payments will automatically be adjusted to reflect the cost difference.

The other good news is that you won't even have to worry about making your payments! After making your first payment online at the point of booking, your following instalments will automatically be taken on the same date every month. You will receive a reminder 5 days before your payment is taken.

Of course, bookings that are for a period shorter than 34 days will have to be paid upfront.

Childcare Vouchers and Tax Free Scheme (TFC): You will be able to integrate your Childcare voucher and/or TFC 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/voucher. **You will still need to instruct your Tax-free scheme to pay us.**

Where to find your account

To access your account, either click [here](#) or go to the link on our [School Clubs Page](#) on the school blog.

When you get to the login page, then click the 'Forgotten Password' hyperlink, enter the email address we've sent this email to in the field, and follow the instructions received in the email to create your password. Check your junk folder if you don't see the email in your inbox.

We are starting with Breakfast Club only.

Please check the blog for the new terms and conditions and procedures for Breakfast Club

If you have any questions, please feel free to email us

Thank you for your continued support.

Yours sincerely,

Susan Papas



Executive Headteacher

