



Hedgerows After School Care:



Booking process

Hedgerows After School Care is £7.50 per session, please ensure you book your place in advance via Parentpay.

Please log in to ParentPay and select your child's account icon. On the left-hand side click on the + sign next to 'bookings' then select 'make or view bookings'. Select the week commencing required and click on 'make or view bookings' where individual days can then be selected. Select days required (day will turn green when selected) and then click 'confirm booking' at the bottom of the screen which will then add the charge to your basket for payment to be made. Please note the cut off for bookings is 2pm. You can book in advance to secure your place and your booking will stand, so long as you pay for each session before the session begins.

If you make a mistake and wish to cancel the booking select 'clear day'.

Mon 16 Sep	Tue 17 Sep	Wed 18 Sep	Thu 19 Sep	Fri 20 Sep
Book a Session	Book a Session	Book a Session ✓	Book a Session	Book a Session
Clear day		Clear day		

Booking summary	
Bookings added	2
Bookings cancelled	0
Cost of new bookings	£15.00
Payment due	£15.00

If you wish to pay for a booking you have made but have not paid for, please select 'unpaid bookings' from the left-hand side menu to be taken to the payment area. Please note bookings must be paid for before attendance at the session.

If you wish to cancel a booking previously made, please go to the 'make or view bookings' section – select the week commencing of the booking and then select 'clear day' for the relevant day you wish to cancel and then select confirm at the bottom of the page. If you have already paid for this your payment will be allocated to the next session you book.

If you have any queries please contact finance@barrowhedges.com. Alternatively you can ring the school office and press option 2 for finance. We look forward to welcoming your child to Hedgerows.