



## **Booking guide**

Bookings can be made a half term in advance and we recommend booking all required spaces as soon as possible. Bookings must be made on School Gateway no later than 8 days before the required sessions. Last minute, adhoc bookings can be made by emailing [beehappyclub@trinityprimaryexeter.co.uk](mailto:beehappyclub@trinityprimaryexeter.co.uk) or calling 01392 790151 between 8.30am-3.30pm with immediate payment expected via School Gateway (voucher payments will not be accepted for last minute/adhoc bookings).

**In order to make a booking your child must be registered with us first. Registration forms can be obtained from the school office or downloaded from the website.**

All sessions MUST be paid immediately after booking. This can be directly through school gateway or by a number of voucher options shown on our website:

<https://www.trinityprimaryexeter.co.uk/breakfast-and-after-school-club/>

If these payments are not made, your child will not be able to attend their upcoming session.

### **Step 1: Login to school gateway**

Visit <https://login.schoolgateway.com/0/auth/login> or download the mobile app (preferred). If you have not yet set up your account, you need to register using the email address and mobile number provided to the school when joining. Any problems creating an account please email [admin@trinityprimaryexeter.co.uk](mailto:admin@trinityprimaryexeter.co.uk).

### **Step 2: Make a booking**

- a. Select the child's name you would like to book for.
- b. Select 'Clubs'
- c. Select Breakfast or After School Club
- d. Select 'Make a Booking' (for after school club you will then need to select Early/Late club)
- e. Select the dates you would like to book

### **Step 3: Payments – please follow the steps below for the appropriate method of payment**

- a. Bank transfer/card payments
  - i. Select Pay Now
  - ii. Go to your basket
  - iii. Checkout
  - iv. Select payment choice and follow steps to complete payment
  - v. **Your booking is now confirmed**
- b. Childcare voucher payment

- i. Select Pay Later
  - ii. Make your payment via your chosen voucher method (we accept Tax Free Childcare, Sodexo, Kiddi vouchers, Edenred and Computershare vouchers)
  - iii. Complete details of payment made here:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=Y0haVH9520qNZm1XW93qnckp1YSGOZ1HoCHpl2rxE2BUMIFUQ0RFUTVKNVpHOEszM0k4TFc0SEdETy4u>
  - iv. **Your booking is now confirmed**
  - v. Once the payment has cleared, the balance in your School Gateway account will be amended
- c. 30 hours entitlement
- i. Parents can use 30 hour entitlement when booking a regular session for their child
  - ii. Once you have booked regular sessions for the half term, complete and return the 30 hours funding form found on the website
  - iii. **Your booking is now confirmed**

We understand that you may wish to use a variety of methods of payment. If this applies to you, please follow the steps for each method used – ensuring the total paid is correct.

Information on adhoc last minute bookings, cancellations and late charges can be found on the Registration Form.