



VAUGHAN PRIMARY SCHOOL

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Headteacher: Mrs Karen Jones
Chair of Governors: Ms Lisa Young



May 2020

Dear Parents

BREAKFAST CLUB ADVANCE BOOKING

Vaughan School Breakfast Club is moving to a pre-booking system and advance payment service with effect from 04 June 2020. The club will no longer be available as a drop in service, this change is now required to enable leadership to ensure that the appropriate provision for your child is in place and to ensure we are able to adequately staff the club to meet demand.

If you wish to use the club, you will need to log on to Schoolmoney and book and pay for each session in advance similar to the school meals system. The charge is £3.00 per session.

Signing into the Schoolmoney.co.uk website (hosted by Eduspot)

On the Eduspot home page, in the top right hand corner, click on the white "Sign In" box; Select the bottom option from the dropdown menu: "Schoolmoney parent login". You will then be prompted for your mobile telephone number, email address, password (which will be sent to you by text), and your child's first name. Following this you will be taken to the menu screen.

Choose the "Clubs" option on the left hand side of the screen. The breakfast club sessions which are available to book will now appear underneath your child's name and will be listed in date order (see figure 1, attached). Simply click on the "+" sign next to the week which you wish to pre-book. This will open the booking and display the days which are available. Click on the drop-down box next to the days of the week you wish to book (see figure 2, attached).

Once all sessions have been chosen, click "add to basket". A pop-up box will appear letting you know that the booking has been saved. Repeat for any other weeks you wish to book prior to making payment. Sessions are available for booking now.

Please contact the school office should you have any difficulty in booking and making payment.

Yours sincerely

A handwritten signature in black ink that reads 'Jones'.

MRS KAREN JONES
Headteacher

Figure 1: Club sessions available to book:

The screenshot shows the 'schoolmoney' interface for 'Support Academy'. On the left is a navigation menu with options: Payments, Dinners, Clubs, School Shop, Parental Consent, History, and an important notice regarding online payment security. The main area is divided into two sections: 'Lauren' (total £0.00) and 'Jake' (total £10.00). Each section lists club sessions with their respective dates and a price of £1.00 per session. A large shopping cart icon is visible on the right side. At the bottom right, there is a summary: Dinner Credit: £0.00, Club Credit: £0.00, Total To Pay: £0.00, and a 'Make Payment' button. Payment logos for VISA, Mastercard, and others are shown at the very bottom.

Student	Session	Price
Lauren	Lauren - Club Top Up	£1.00
	Afterschool Club - WC: Mon 02 Sep 2019	£1.00
	Breakfast Club - WC: Mon 02 Sep 2019	£1.00
	Afterschool Club - WC: Mon 09 Sep 2019	£1.00
	Afterschool Club - WC: Mon 16 Sep 2019	£1.00
	Afterschool Club - WC: Mon 23 Sep 2019	£1.00
Jake	Jake - Club Top Up	£1.00
	Afterschool Club - WC: Mon 02 Sep 2019	£1.00
	Breakfast Club - WC: Mon 02 Sep 2019	£1.00
	Afterschool Club - WC: Mon 09 Sep 2019	£1.00
	Afterschool Club - WC: Mon 16 Sep 2019	£1.00
	Afterschool Club - WC: Mon 23 Sep 2019	£1.00
	Afterschool Club - WC: Mon 30 Sep 2019	£1.00

Figure 2: Drop down booking selection:

The screenshot shows the booking selection interface for 'Afterschool Club - WC: Mon 19 Mar 2018'. It features a table with days of the week and a drop-down menu for each day. The total amount is £4.00. There are 'Reserve Now' and 'Add To Basket' buttons at the bottom right.

Day	Selection	Price
Monday	1 - £2.00 (1 hr)	£2.00
Tuesday	1 - £2.00 (1 hr)	£2.00
Wednesday	0	£0.00
Thursday	1 - £2.00 (1 hr)	£2.00
Friday	0	£0.00

Total £4.00 [Reserve Now](#) [Add To Basket](#)