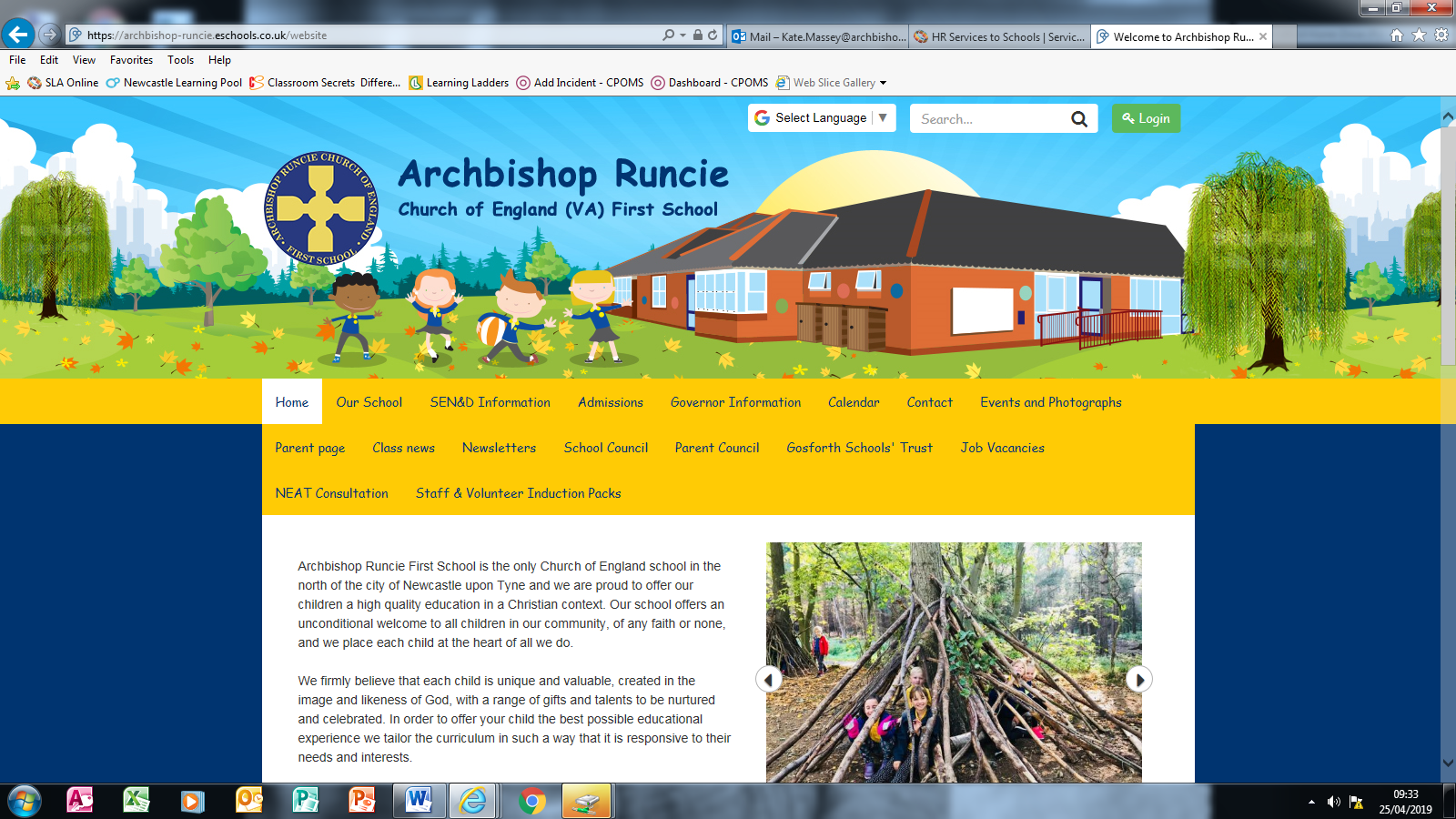
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**HOW TO BOOK WRAP AROUND CARE USING PARENT MAIL**

Bookings for Breakfast Club and After School Club are processed via ParentMail (either the app or the website). Bookings open a month in advance and close two weeks prior, so that staffing can be organised and food orders placed.

To book:

**If you pay using a credit/debit card:**

Go to “My Accounts” – this will then give you the option to book Breakfast or After School Club. You can select the dates you need which will be added to your basket. Once you have added all dates, proceed to the Checkout and pay with your debit/credit card.

You have now booked and paid for your Wrap Around Care.

You will need to book Breakfast Club and After School Club separately.

If your child receives Free School meals you will be allocated a free Breakfast Club place but still need to book in advance.

If you need any help please contact [wraparound@archbishop.newcastle.sch.uk](mailto:wraparound@archbishop.newcastle.sch.uk).

**If you pay using Childcare Vouchers:**

Go to “My Accounts” – this will then give you the option to book Breakfast or After School Club. You can select the dates you need which will be added to your basket.

Please note: the price will show as **£0** as unfortunately the two systems cannot communicate. Once you have added all dates, proceed to the Checkout. Your booking has now been made with the school.

Once you have booked, you will need to pay using Childcare Vouchers in the usual way.

If you need any help, please contact [wraparound@archbishop.newcastle.sch.uk](mailto:wraparound@archbishop.newcastle.sch.uk).

You will need to book Breakfast Club and After School Club separately.

**Ad Hoc Bookings**

We *may* be able to provide spaces once bookings have closed. If you are unable to book online, then please contact [wraparound@archbishop.newcastle.sch.uk](mailto:wraparound@archbishop.newcastle.sch.uk). If your booking is for the next 5 days then please telephone the school office on 0191 285 2663.

For more details see

<https://www.parentmail.co.uk/help/parenthelp/payments/book-and-pay-for-school-dinners-and-clubs/>