How to book After School Club sessions via the ParentMail App

Coakway Academy SMS Image: Forms Image: Events Image: Parents Evenings Image: Video Appointments Image: Payments Image: Paymen	How to purchase after school club spaces using the ParentMail app. More help can be found on the Parentmail website at <u>https://parentmail.help- hub.com/onlinepayments/book-school-meals-</u> <u>and-clubs.htm</u>
C(I) Announcements Manage Organisation Settings Help	From within the ParentMail App select Accounts – then After School Club. This will bring up a list of all the days available to book clubs – you will be able to book up to 12 weeks in advance from the date that you are making the booking. Select the day that you want to book.

	Accounts			
Kate Pettifer		ifer		
*	#	After School Club	£0.00	>

← Accounts						
Balance: £0.00						
After School Club Oakway Academy Kate Pettifer						
Club Bookings (Daily Charge: £0.00)						
Week beginning 02/09	Week beginning 02/09/2024					
2nd	3rd	4th	5th	6th	7th	8th
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week beginning 09/09/2024						
9th	10th	11th	12th	13th	14th	15th
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week beginning 16/09	/2024					
16th	17th	18th	19th	20th	21st	22nd
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week beginning 23/09	Week beginning 23/09/2024					
23rd	24th	25th	26th	27th	28th	29th
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week beginning 30/09/2024						
30th	1st	2nd	3rd	4th	5th	6th
Mon	Tue	Wed	Thu	Fri	Sat	Sun
Week beginning 07/10/2024						

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an	ce: £0.00	
ter	After School Club	CLOSE
ite F ub	Sector Se	
eek	Total £0.00 - Daily Charge £0.00	T
	Wednesday 4th September	<u>^</u>
eek	After School Club	- 16
eek	No Choice	1
	15:30 - 17:30 +£8.00	- 8
eek	16:30 - 17:30 +£3.00	- 19
eek	Thursday 5th September	1
	After School Club	_ I
eek	Vo Choice	-
	15:30 - 17:30 +£8.00	-

When you select the day you want a drop down box will come up allowing you to select the session that you want your child to attend. Only book the 4.30pm – 5.30pm session if your child is booked into LM Academy's sports clubs as well!

Once you have selected all of the days you want from a week, click 'Pay Now'



You'll then be asked if you want to repeat your selection. This is useful if you need to book your child in for the same days every week. Just a reminder that you will need to make payment at the time of booking although if you give 24 hours notice of cancellation you will be refunded to your account.

Repeat Selections?

Select Repeat if you would like to repeat your selections for additional week(s)

REPEAT CONTINUE

CANCEL

15:30 - 17:30 +£6.00

	CLOSE
otal £9.00	
e are the weeks you can repeat the selection for:	
Week beginning 02/09/2024	
Week beginning 09/09/2024 (+£9.00)	
Week beginning 18/09/2024 (+£9.00)	
Week beginning 23/09/2024 (+£9.00)	
Week beginning 30/09/2024 (+£9.00)	
Week beginning 07/10/2024 (+£9.00)	
Week beginning 14/10/2024 (+£9.00)	
CANCEL	CONTINUE
After School Club	CLOSE
Kate Pettifer	
T + 1 50 00 D - 14 Charge 20 00	
After School Club	
Mer School Club ✔ 15:30 - 17:30	+£6.00
vfter School Club ✔ 15:30 - 17:30 Thursday 5th September	+£8.00
After School Club ✓ 15:30 - 17:30 Thursday 5th September After School Club	+ £8.00
After School Club 15:30 - 17:30 Thursday 5th September After School Club No Choice	+ £8.00
After School Club ✓ 15:30 - 17:30 Thursday 5th September After School Club Ø No Choice Friday 6th September	+£8.00
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After School Club	+£8.00
After School Club Ibi30 - 17:30 Thursday 5th September After School Club No Choice Triday 6th September After School Club Ibi30 - 17:30	+ £8.00 + £8.00
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After School Club	+ £8.00 + £3.00 CONFIRM
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After School Club	+ £8.00 + £3.00 CONFIRM
After School Club	+ £8.00 + £3.00 CONFIRM
After School Club	+ £8.00 + £3.00 CONFIRM

Once you have made your selection you select confirm and then you'll be able to check out & make payment.

You will still be able to remove unwanted sessions up until the point of checkout.

Your sessions are now secured for your child.

Basket		CLOSE
Items in Basket		
After School Club - Weel 15-Sep-2024)	#37 (09-Sep-2024 to	£6.00
A Kate Pettifer		× REMOVE
Quantity	1 🔻	
		Total: £6.00
		🚍 СНЕСКОИТ