



Stanbury Village School

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Out of School Club – Guidance and Timescale – January 2026 onwards

Friday 28th November 2025

Dear Parents and Carers,

Following on from our letter in October regarding the Out of School Club moving to a new booking model from January, where Parents/Carers will be required to pay upfront to secure a place, we are now in a position to share further guidance and expectations for families.

Over the past few months, we have been working closely with ParentPay to ensure that our systems are set up correctly and ready for the rollout of this new approach. We have carefully considered how this process will work in practice and we are finally now in a position to share more information.

From now on, **all bookings must be made online** via the ParentPay website or app. Paper booking forms will no longer be accepted. Through ParentPay, you will be able to view available sessions and see how many spaces remain. **A booking will only be secured once payment has been made in full.**

Please be assured, we will still be able to accept Childcare Vouchers and will share more information on how this will work next week.

As with any new system, we anticipate there may be some teething problems in the early stages. We kindly ask for your patience and understanding while everyone adjusts to the new process. If you encounter any issues, please bring them to our attention promptly so that we can work to resolve them as quickly as possible.

Please see the **guidance below on how to book a place at Out of School Club.**

We will send a letter next week giving you notice of when the platform will go live for you to book places in Out of School Club. We anticipate at this moment in time this will be Wednesday or Thursday next week.

Thank you for your continued support and cooperation.

Kind regards,

Mr A Robinson
Headteacher



How to book a place at Breakfast Club or After School Club

1. Login into Parent Pay and you will then need to **click on the child** you would like to book into Out of School Club (click the circle image next to your child's name).

The screenshot shows the ParentPay website interface. At the top, there's a navigation bar with links: Home, Parent Account, Communication, Profile Settings, and Help. A 'Logout' button is in the top right. Below the navigation bar, a welcome message says 'Welcome, Parent Demo (GATea02@outlook.com)'. On the left, there's a sidebar with icons for Oscar, Matthew, and 'Add a child', followed by links for Active Payment items, Historical Payment items, Transaction history, Add a child, View school and caterer, and ParentPay support. The main content area shows two child profiles: Oscar and Matthew. Oscar's profile shows a 'Dinner money balance: -£39.20' and a 'Pay for meals' button. Matthew's profile shows a 'Dinner money balance: £0.00' and a 'Book meals and places' button. A blue arrow and a yellow '1' point to the child selection area. Below the child profiles, there's a 'Lunchtime meal activity' table.

Date	Child	Details	Amount
17 May 23	Oscar	Lunch time	£2.40
17 May 23	Matthew	Lunch	No meal
16 May 23	Oscar	Lunch	No meal
16 May 23	Matthew	Lunch	No meal
15 May 23	Oscar	Lunch time	£2.40



2. You will then need to click into the **Clubs** Section.

The screenshot shows the ParentPay website interface. The top navigation bar includes links for Home, Parent Account, Communication, Profile Settings, and Help. A welcome message for 'Parent Demo (GATea02@outlook.com)' is displayed. The left sidebar contains a list of navigation options: Home, Child's page, Child details, **Clubs** (highlighted with a blue box and a large yellow '2' with a blue arrow pointing to it), Book meals and places, View taken meals and menus, PTA PaymentPage, Schoolcomms, and Parents Evening. The main content area is titled 'Oscar's page - Rowe Academy Demo Site (was Coastal School)' and shows 'Payment items'. It lists several items with their balances and 'View' buttons: 'Dinner money balance: £39.20', 'School Lunch at Coastal Test School' (£39.20), 'Breakfast Club' (£2.00), 'OLD Afterschool Activity Clubs (Patterns)' (£157.00), and 'OLD Morning Club ESS' (£3.00).

3. Select the club you wish to book onto and choose '**View**'. This will then display a calendar overview of the dates the club is running and how many spaces are currently left at Out of School Club.

May 2023						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Available 13 places left Click to select	19 Available 16 places left Click to select	20	21
22 Available 16 places left Click to select	23 Available 20 places left Click to select	24 Available 20 places left Click to select	25 Available 15 places left Click to select	26 Available 18 places left Click to select	27	28
29 Available 20 places left Click to select	30 Available 20 places left Click to select	31 Available 20 places left Click to select				



4. Choose the dates you would like to book and continue until you have selected all of the dates you wish to book.

Then in the bottom right corner there is a '**Book Selected Sessions**' option to click. This will then take you to a payment page to secure your bookings.

May 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10			13	14
15	16	17			20	21
22 Available 16 places left Click to select	23 Selected With snack £1.50	24 Selected With snack £1.50	Available 15 places left Click to select	Available 18 places left Click to select	27	28
29 Available 20 places left Click to select	30 Available 20 places left Click to select	31 Available 20 places left Click to select				

June 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Confirm booking

Sessions will not be booked until a payment has been made. If your place is still available and the booking cut off is in the future, once you click 'Confirm' your sessions are reserved for 15 minutes or until the booking cut off, whichever is sooner. If no payment is received in that time, your place will be made available for others to book.

2 sessions selected
£3.00

Confirm

4 → Book selected sessions

