



BREThERTON ENDOWED CE PRIMARY SCHOOL

“Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God’s love.”

THE HUB ‘ONLINE’ BOOKING SYSTEM FOR CHILDCARE VOUCHERS

For those who will be arranging payment of their HUB sessions via the Government Childcare Voucher Scheme the following procedures should be followed :

1. We will need the reference number for your child which can be found within your account. It should look similar to this example **THJ89283TFC**. We will then notify the Local Authority so that when the payment appears in their central bank account they can allocate this to our school budget. This procedure only has to be carried out **once**.
2. Log into your SchoolMoney account (you will be sent notification of your login details as well as reference guide which will be included in your new parents pack). Book the relevant sessions you require remembering to ‘Reserve Now’ rather than ‘Add to Basket’.
3. All sessions booked will be added to your basket. Click on ‘Make Payment’ which will go through the process but not ask for any card details. The sessions will then be automatically added to our system.
3. You must arrange your vouchers at the same time as booking the sessions. When you arrange payment through the scheme you must email a screenshot of your payment to the School Office so that we can allocate this to your SchoolMoney account. See example below. The email address is bursar@bretherton.lancs.sch.uk

Childcare providers	Payment amount	Frequency	Manage payments
Bretherton Endowed Church of England Voluntary Aided Primary School	Remove 7.50	One off on 15 May 2023	Change or cancel payment Set up new payment

4. Voucher payments can be arranged in excess of the sessions booked which will remain in credit on your SchoolMoney account which can be used for any emergency HUB bookings if need be.

If you have any queries please do not hesitate to email the School Office