

Bessemer Primary School

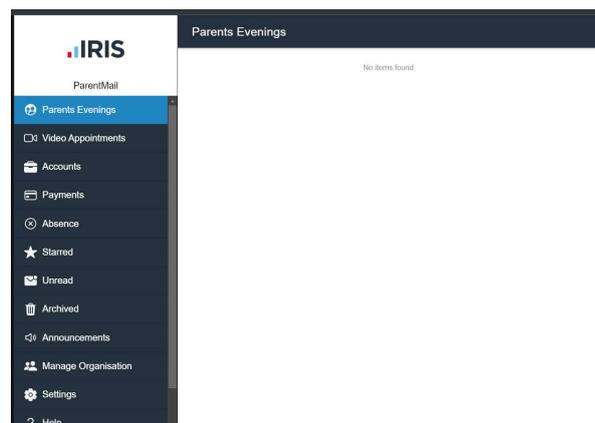
Parentmail

A guide to booking and paying on Parentmail



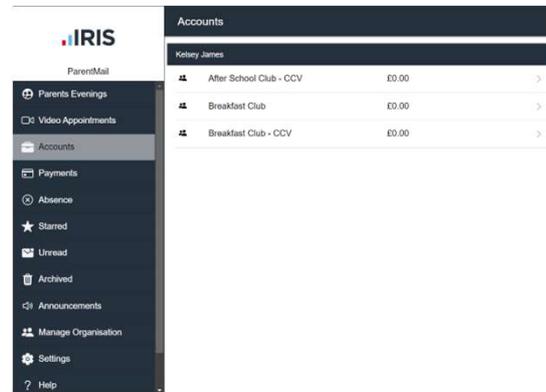
Front Page

- ▶ There are multiple options on the front page.
- ▶ To book After School or Breakfast Club choose the 'Accounts' option



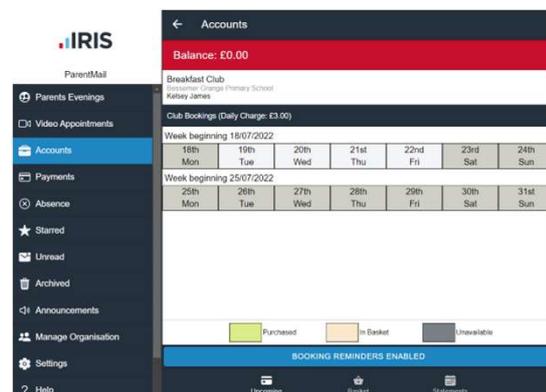
Accounts

- ▶ In the account section you will see the options for the clubs you are able to book.
- ▶ If you pay by childcare voucher the title will end in CCV
- ▶ If you cannot see the account you need, please contact the school office by email office@bessemergrange.southwar.k.sch.uk



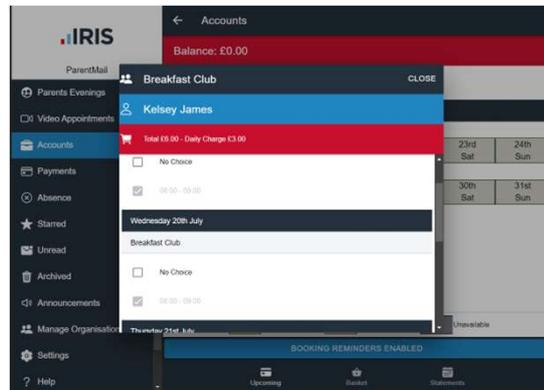
Choose an account

- ▶ Once you click on the account you wish to book for, it will display the dates that are available to book
- ▶ Click on a date you would like to book



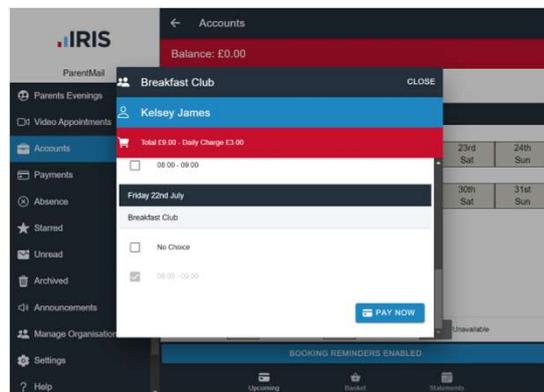
Choose dates in a week to book

- ▶ Tick the sessions you would like to book
- ▶ If 'no choice' is selected you will not be booked on for that day
- ▶ You can choose 1-5 days a week on this page depending on how many day you would like your child to attend.



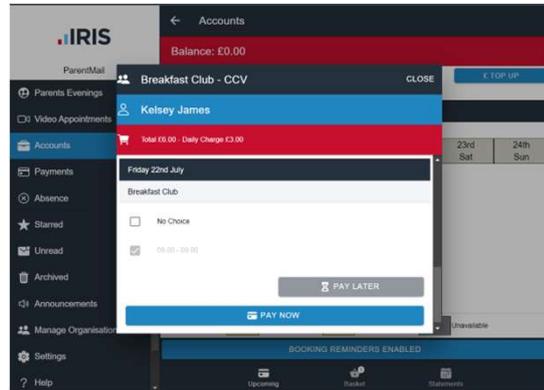
Choose Pay Now

- ▶ Click pay now to confirm the dates you have booked



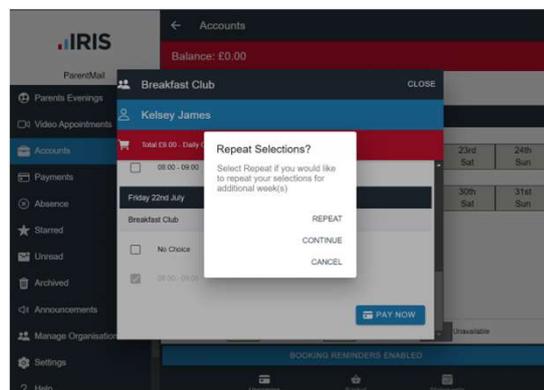
Childcare Voucher Pay Later

- ▶ If you pay by childcare voucher, you will see the option to Pay Later
- ▶ You should choose this option to pay by childcare voucher
- ▶ Your account will then be put into debit. This will be manually updated by the school once payment is received.



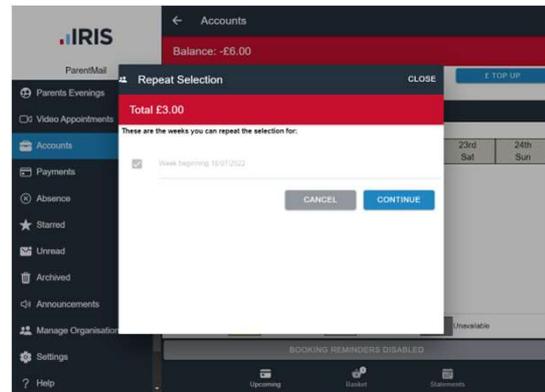
Repeating Patterns

- ▶ If your child attends the same days each week, you have the option to repeat the selections you have made
- ▶ Click 'Repeat'



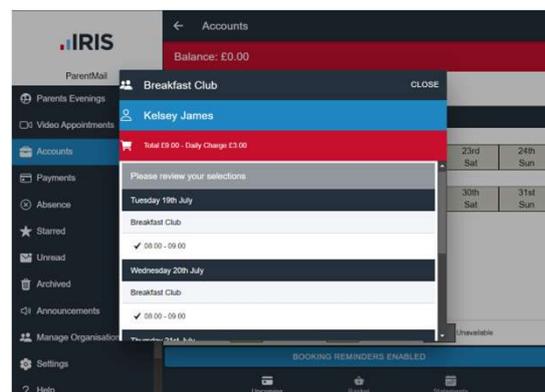
Choose weeks to repeat

- ▶ A list of weeks will show
- ▶ Use the tick boxes to select which weeks you would like the pattern to repeat for.
- ▶ Please note if you are not paying by childcare voucher, you will need to pay the entire cost up front.



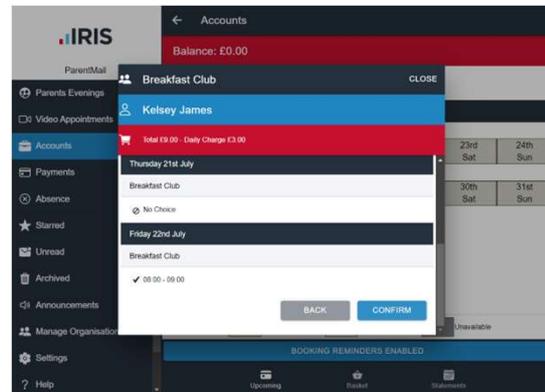
Review your selections

- ▶ You will then be asked to double check the selections you have made.
- ▶ Dates with a tick next to them have been chosen for your child to attend.
- ▶ Those which say 'no choice' will not be booked.



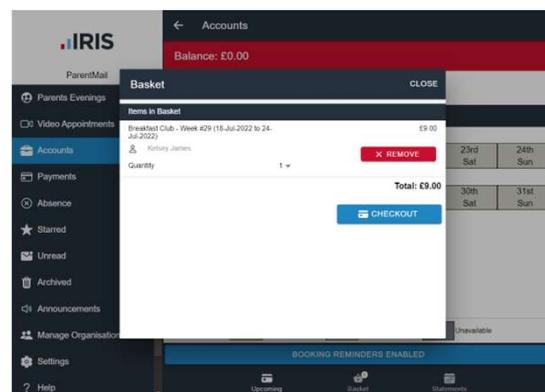
Confirm

- ▶ Click the confirm button once you are happy with your selections
- ▶ You can select 'back' if you would like to edit your selections.



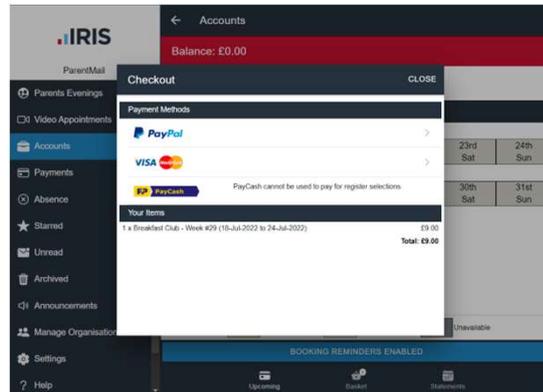
Basket

- ▶ Clicking confirm will then take you to the basket for checkout.
- ▶ This will show you the total amount you will be charged for the selections you have made.
- ▶ You can close the basket and repeat the booking process if you would like to book for another club at the same time.



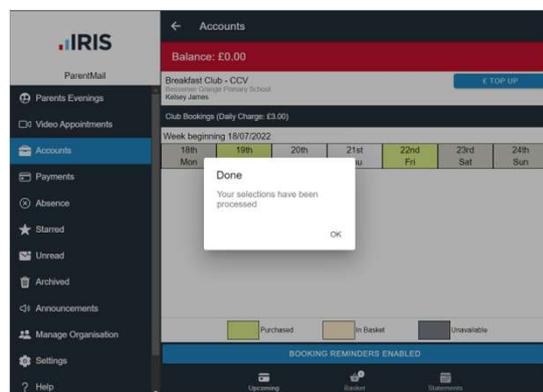
Payment

- ▶ You will then be taken to the payment page where you can choose whether to pay by card or PayPal



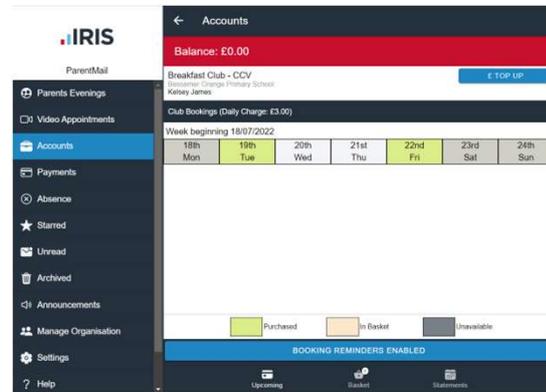
Once you have paid

- ▶ A confirmation window will open once you have completed the payment process.
- ▶ This is confirming you have completed the booking.



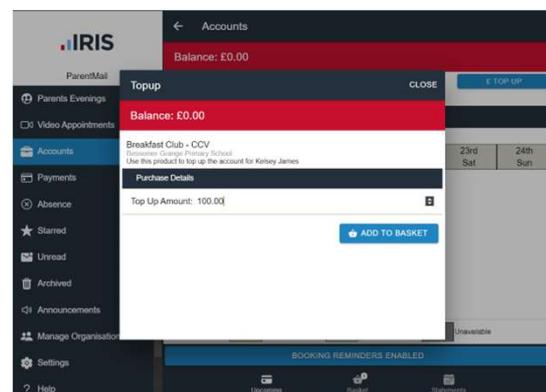
Bookings

- ▶ Now on the account page, the dates showing in green are the dates you have booked.
- ▶ If you wish to book more dates later, you will be able to as long as the dates are showing in a light grey colour, which indicates they are available.



Top Up

- ▶ If you would like to add an amount to your account, so that when you book you can use the credit you can choose the top up button
- ▶ You can choose the amount you would like to top up and continue to the basket at payment as above.
- ▶ If your childcare vouchers do not cover the total cost of the clubs, this is where you should go to pay the excess.



Outstanding Accounts

- ▶ When you click on your accounts button and the list of clubs shows, you will see if you are outstanding or in credit on any account.
- ▶ Outstanding amounts are shown in red and should be paid by the last Monday in the half term.
- ▶ If you start a new term with a negative account, you will not be able to book your child in until the account balance is cleared.

Accounts	
Kelsey James	
After School Club - CCV	£0.00
Breakfast Club	£0.00
Breakfast Club - CCV	-£6.00

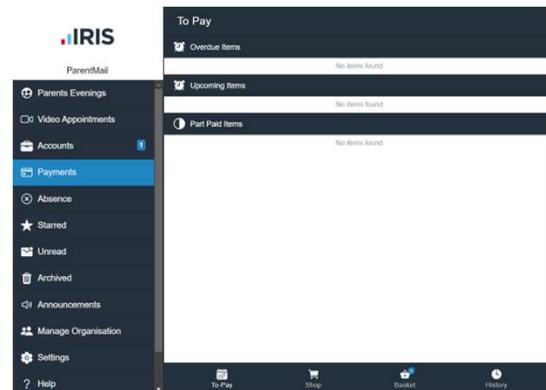
Statements

- ▶ To see which bookings you have not paid for, you should click the account you wish to view
- ▶ Then you can click 'Statements' at the bottom of the page and a list of bookings will show.
- ▶ Those with red negative balances are outstanding and need to be paid.

Statement		CLOSE
July 2022 2 transactions		
Jul 22nd 2022	Club Booking Jul 22 2022	Amount -£3.00
Jul 19th 2022	Club Booking Jul 19 2022	Amount £3.00

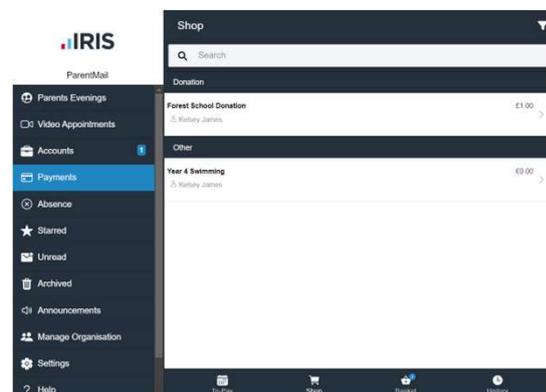
Trips and Donations

- ▶ We ask parents to give permission and pay for trips via parentmail
- ▶ The trips and donations can be found in the 'Payments' section.
- ▶ Then click 'Shop' at the bottom of the page to open the list of trips available to you.



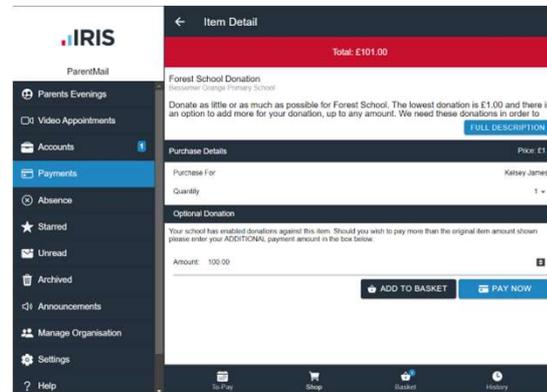
Choose an Item

- ▶ The list shows the items you are able to pay for, or free items that you need to give permission for.
- ▶ Free items will show as £0.00



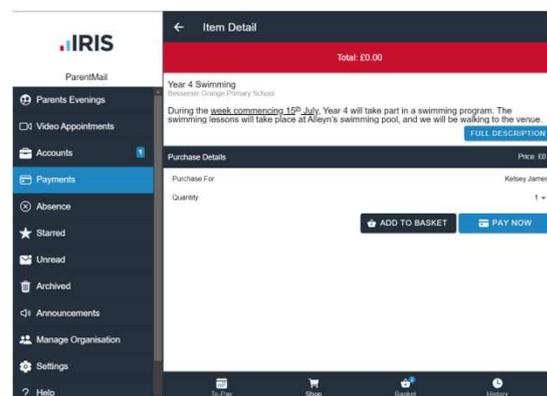
Paying

- ▶ For paid items, click on the item and it will open to the payment page.
- ▶ For donations you can type in the amount at the bottom of the page that you would like to pay
- ▶ If the item is a paid trip with a set amount, it will automatically apply this amount once you click add to basket.
- ▶ The total amount will show at the top of the page in the red banner.



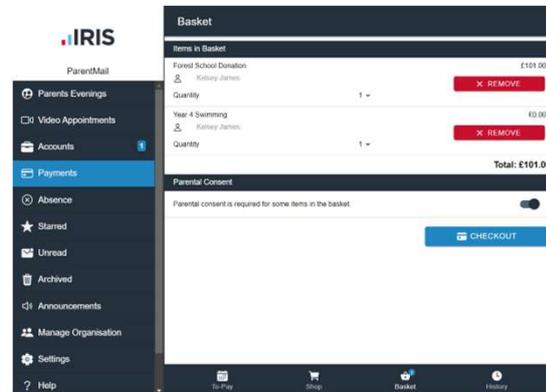
Permissions

- ▶ To give permission for a free trip, select the trip and add it to the basket, or click pay now.
- ▶ The total amount in the red banner at the top of the page will show as £0.00



Check Out

- ▶ To complete the purchase and to give permission you must check out
- ▶ The total amount will be £0.00 if you are only giving permission for a trip.
- ▶ You must then select the Parental Consent button at the bottom of the page and checkout.



If you require any further information

- ▶ If you have any questions regarding Parentmail bookings, or outstanding balances, please contact the school office by email.
- ▶ office@bessemergrange.southwark.sch.uk
- ▶ Please also use the above email to inform the office if you wish to pay your childcare by voucher, tax free childcare or any other childcare scheme.