



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

. IRIS					
ParentMail	Keise	After School Club - CCV	£0.00		
Parents Evenings		Breakfast Club	60.00		
C Video Appointments		Broakfast Club - CCV	60.00		
Accounts	—	Disevent Cing + CCA	£47.00	· 20	
Payments	1				
Absence					
+ Starred					
😋 Unread					
Archived					
Announcements					
L Manage Organisation					
Settings					
2 Help					
1 Help	*				

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.

Parenthal Close Parents Eventings Parents Eventings Close Parents Eventings Kelsery James Parents Accounts Eventings Red Rose Parents Payments Tac Crose Safe Safe Absence Zitter Safe Safe Safe	Parential Breakfast Club CLOSE P Parents Evening & Breakfast Club CLOSE V Vdeo Apportime & Kelsey James Accounts No dose 22nd 24th Paymets No Dose Sail Sun Sain	Breakfast Club CLOSE Kelsey James - be 63.00 · Dely Clupper G3.00 - No Choos - 2 dird - 18 dir - 300h 3 fait		Balance: 60.00			
Φ Parents Evenings Φ Constant Code Φ Code Φ Code D1 Video Appointments Καδεσχ Δ Code Δ Code Δ Code Δ Code Δ Code Δ Code Δ Code Δ Code Δ Code Δ Code Δ Code Δ Code Δ Code Δ Cod	⊕ Parenta Evenings ■ Occurring to the parents ■ CN Video Appointmenta 2 Kelsey James ■ Accounts ■ total (1.00 - Out) Output (2.00) 2/2/d 2/2/d Payments ■ Na Choice Bail Sun	Kelsey James. 23/d 24/h Mod 63.00. Dely Clears (1.50) 23/d 24/h No Close 33/h 34/h Mod ready 20/h Jay 35/h 31/h	ParentMail	# Breakfast Club		CLOSE	
Di Vidro Appointment Kolary James Accourts Tes 68.00. folg/ Orage(3.30) 23rd 24th Payments Na Cocore 5xth 31th O Absence State 5.00. 5xth 31th	Cit Video Appointmenta Kolsey James ▲ Account ▲ Idd Idd 00-Deep Charge 5100 ₽ Account ▲ Idd Idd 00-Deep Charge 5100 ₽ Payments № No Chooce	Instanty James 22/rd 24/h Inst 63.00. Dely Oueget 13.00 23/rd 24/h In to Once 33/h 34/h In to Once 30/h 316/h Set 1 50/h 36/h In to Once 30/h 316/h Set 2 50/h 30/h	Parents Evenings				
k64 680. 1497 Charget 280 Zeid		Intel 63:00 22/cit 24/th No Choice 80/till Sum 20:10 30/th 316/till Sold Sum Sold 30:0h 316/till Sold Sold Sum Sold	30 Video Appointments	🛆 Kelsey James			
Payments Na Cross © Absence 2 (10.000)	Payments	No Close - Color - Color 20 25 55 - 55 50 - Soft - Soft Soft 5 50 - Soft - Soft	Accounts	Total (15.00 - Deily Charge (13.00		23rd Sat	24th Sun
Absence Absence Sat Sun Sat Sun Sat Sun Sat Sun Sat Sun		2 01:00-00:00 31:01 Seat Sum Avectreaday 20th July	Payments	No Choice			- Court
	Absence Of 50 - 100 10 Sait Sun Sun	Wednesday 20th July	Absence	00.00-00.00		30th Sat	31st Sun
* Starred Wednesday 20th July	* Starred Wednesday 20th July		Starred	Wednesday 20th July			
Unread Breaklast Club	Unread Breaktast Club	Breakfast Club	🛂 Unread	Breakfast Club		- 61	
T Archived No Choce	Archived No Choice	Ne Choice	Archived	No Choice			
Ct Announcements			⊉ Announcements	00.00 - 09.00			
12 Manage Organisation Thereday 21st Nav	Q8 Announcements E 08.00 - 09.00	A 100 - 0100	😫 Manage Organisatio	Thursday 21et July		Utravailable	
BOOKING REMINDERS ENABLED	Cl Announcements Cl 0620-0520	Constant 211 Mar.	Settings				
	CII Amouncementa CIIII 000000000000000000000000000000000		2 Help	Upcor	ing Dasket	Statements	
? Help Upcoming Bastert Stationers	c)I Announcements Image: 0.100 Announcements Image: 0.100 Announcements # Settings BOOKING REMINDERS ENABLED ? Help Upcoments	ELEI - ELE O ELEI - ELE O ELEI - ELE O ELEI - ELE O ELEI - ELE O ELEI - ELE O ELEI - ELEI - ELEI O					
Archived No Choice	Archived No Choice	Ne Choice	Archived	No Choice			
- CE 20 - CE 2			- 31 Announcements	00:00-09:00			
2 Manage Organisation Theretwy 244 May	Announcements	00.00.00.00	😃 Manage Organisatio	Thuesday 21st July		Utravailable	
BOOKING REMINDERS ENABLED	d) Announcementa 🛛 diab (3.50)	The section of the se	Settings				
	4) Amouncementa 2 6130-6359 22 Manage Organization • Versitation § Settings BODKING REMINDERS ENABLED		2 Help	Upcor	i 😧 ning Destet	Statements	

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'



IRIS

Ð

-

<u>...</u>

62

dast Club - CCV

úP

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.

ParentMail	Balance: -£6.00			
Parents Evenings	Repeat Selection	CLOSE	E TOP OP	
0 Video Appointments	Total £3.00			
accounts	These are the weeks you can repeat the selection for:		23rd 24th Sat Sun	
Payments	Veek beprining 19/07/2022			
 Absence 	CANC	EL CONTINUE		
* Starred				
🔛 Unread				
Trchived				
QI Announcements				
22 Manage Organisation			Unavallable	
Settings	BOOKING	REMINDERS DISABLED	_	
? Help	Upconing	Dasker State	ments	

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.

Parent Mal Balance: 50.00 Parent Mal Breakfast Club CLOSE Voideo Appointment Cholesy James Accounts Index 59. Bary Onling I 3.00 Payments Index 50. Bary Onling I 3.00	IRIS		 Account 	5					
	ParentMail		Balance: £0.0						
C Volos Apportintos	Parents Evenings	🚢 Bre	akfast Club				CLOSE		
Accounts Accounts	Video Appointments	🐣 Kel	sey James						
	Accounts	Total	C9.00 - Daily Charge E3.0					23rd	24th
Absence Breattat CLo Assence Breattat CLo Assence Assence Breattat CLo Assence Assence Breattat CLo Assence Breattat CLo Assence Breattat CLo Assence Becket Constitut Back Constitut Description	Payments	Thursday	21st July				1	Sat	Sun
Surred Fish 22th 3/h Surred Fish 22th 3/h Surred Breaktad Club Archived Archived Announcomments BACK CONFIRM Demaintein BACK CONFIRM Demaintein Bodings Bodings Bodings Bodings	Absence	Breakfas	Club					30th Sat	31st Sun
	* Starred	Editary 22	nd July						
Archived Ar	🔛 Unread	Breakfas	Club						
Cli Announcementa EACK CONFIRM Manage Organisation BODINHO REMINDERS ENABLED Settings BODINHO REMINDERS ENABLED 1 Holp Upwarming Upwarming Balant	Trchived	¥ 00.00	- 09.00				- 1		
Manage Organisation Dimension Soltings BOCINHO REMINDERS ENABLED 1 Holp Upwering Upwering Data Soltings Soltings	Announcements				BACK	CONFIR			
Solings Country REMANDERS ENABLED	12 Manage Organisation		_	_				Unavailable	
? Holp Upcoming Basket Statements	🕼 Settings								
	? Help			Upcoming		🖨 aiket	50.00	emarita	

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.



<text>

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.

IRIS	Balance:	£0.00					
ParentMail	Breakfast Clu Bessemer Grang Kelsey James	b - CCV pe Phimary School	E.			1 C	TOP UP
C1 Video Annointmente	Club Bookings	(Daily Charge:	E3.00)				
	Week beginni	ng 18/07/202	2 20th	21et	22nd	23rd	240
Accounts	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Payments							
Absence							
* Starred							
🚰 Unread							
TArchived							
Announcements							
🚨 Manage Organisation		PI	rchased	In Baskel		Unavailable	
🔹 Settings			BOOKING	REMINDERS	ENABLED		
2 Help			l.	ee Danker		6	
1	<u> </u>	Upcor	ang -	Washet		aunteres	

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.

IRIS	Acc	counts			
ParentMail	Keise	After School Club - CCV	60.00	2	
Parents Evenings	-	Breakfast Club	£0.00		
□0 Video Appointments	-	Breakfast Club - CCV	-£6.00	2	
Accounts 1					
Payments					
S Absence					
★ Starred					
🗠 Unread					
Archived					
4 Announcements					
L Manage Organisation					
Settings	ī			-	
? Help	-			•	

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.



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.

	2 Overdue Items				
ParentMail	Upcoming litems	No derm	s found		
Parents Evenings		No dama	i lound		
Video Appointments	Part Paid Items				
Accounts		No dam	s round		
Payments					
Absence					
★ Starred					
🚰 Unread					
TArchived					
데 Announcements					
2 Manage Organisation					
😰 Settings	-	-		•	
? Help	To-Pay	Shop	Basket	History	

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.

IRIS	Item	ns in Raskel				
ParentMail	Fore	est School Donation			£101.00	
Parents Evenings	8	Keisey James		1.	× REMOVE	
Cit Video Annointeach	Yea	r 4 Swimming			60.00	
	Å	Ketsey James		4501	× REMOVE	
Accounts		intriy		1.	Total: £101.00	
Payments	Par	ental Consent			Iour. Eler.ov	
Absence	Pan	ental consent is required fo	r some items in the basket	R.		
* Starred						
Sea Unread					CHECKOUT	
Archived						
CII Announcements						
L Manage Organisation	1					
Settings		-	100		~	
2 Mala		ToPay	100	Basket	History	

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.