



## Bursley Way Out of School Club

20 January 2025

Dear Parents and Carers,

### **Changes to the booking process**

We recently informed you about the introduction of MagicBooking, and we're delighted to share that progress is going well. We are now in a position to provide you with more details about the launch of our new booking system.

What's Changing?

#### **Account Management**

You will be able to create your own account, giving you 24/7 access to make or cancel bookings, review past booking details, and view your payment history. Additionally, you will have full control over both yours and your children's information, including medical details, dietary requirements, emergency contacts, authorised collectors, and more.

#### **Bookings**

All bookings after half term (from 24.02.25) will now be completed online.

#### **Payments**

Payments will also move online, enabling you to pay securely by card, childcare vouchers, or through Tax-Free Childcare (TFC). For bookings lasting over 34 days, you'll have the option to spread the cost with a monthly instalment plan.

Here's how the new system works:

- **Equal Monthly Payments:** Payments will be evenly distributed across the duration of your booking, making it easier to budget. Unlike utility bills, there's no end-of-period adjustment – changes happen in real time. If you add or cancel dates, your monthly payment will automatically update to reflect the new total.
- **Automatic Payments:** After making your first payment online when booking, subsequent instalments will be automatically processed on the same date each month. You'll also receive a reminder five days before each payment is due.
- For bookings under 34 days, full payment will be required upfront.

We appreciate that we currently operate 'in arrears' meaning that bills are produced at the end of every month and are therefore planning on producing a final bill for all pupils on Friday 21st February. Given that all payment will be required to be made upfront via the new system from 24th February, we are giving parents/carers until Monday 28th April to settle this 'manual' bill from the old system.

### **Childcare Vouchers and TFC**

You can integrate childcare vouchers or TFC payments directly during the booking process. The system will calculate the balance due after applying these amounts, but you'll still need to instruct your childcare voucher or TFC provider to transfer the funds to us.

### **How to Set Up Your Account**

You can create your account by visiting <https://bursley.magicbooking.co.uk/Register>

The process takes just 5–10 minutes to complete, and once done, you'll never have to fill in a paper form again! It is also really simple to update your contact information and circumstances in the future.

(On the top-right of the page there is a Help button with simple instructions if you should get stuck!)

We kindly request that you complete your registration and add your children's details by **12/02/2025**.

Our activities will become available for booking on 17/02/2025 and we will provide further guidance closer to this date.

### **We're Here to Help**

If you have any questions, please don't hesitate to contact us on [club@bursley.staffs.sch.uk](mailto:club@bursley.staffs.sch.uk) and a member of the team will get back to you as soon as possible.

Thank you for your support and cooperation as we introduce this exciting new system.

Yours sincerely,

Julie Hird  
Manager  
Bursley Way Out of School Club