



# MANOR COURT Community Primary School

*incorporating* Manor Court Early Years Centre

A Member of Preston Primary Academy Trust

Head Teacher Mr L Talmage

Deputy Head Teacher Mr A Clode    Assistant Head Teacher Mrs G Terry

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Tuesday 5<sup>th</sup> September 2023.

## Enrichment Clubs

Dear Parents and Carers,

As you know, our new 'clubs' module went live just before the summer holidays. All after school enrichment clubs will begin next week.

We have had a few questions regarding the booking system and whether your child has managed to get a place on a certain club. If you could please log onto your ParentPay account and check this.

You will need to go into every club available to your child to check whether they have a place.

When you log onto your ParentPay account, go to the club's section under your child's name, click on the club you would like to check.

- If it shows orange boxes, this means there are still available spaces to book, it will tell you how many places are available. **Please make sure you confirm at the bottom of the page and pay if required, your child will not be on the club register if you miss this step.**
- If you have booked your child a place, you will see green boxes and it will say Booked.
- If you have missed out on a space and there are none available, it will say that there are no longer spaces available for that club.

Please understand that if you have not reserved a place for your child on a particular club, we cannot change this or add them. **ALL club bookings will close this Friday 8<sup>th</sup> September 2023, after this date clubs will not be visible, so please make a note as to which clubs your child has a place on.**

We have attached some guidance from ParentPay on how to book clubs if you would like to read this.

<https://support.parentpaygroup.com/hc/en-gb/articles/1544686667777-ParentPay-Clubs-Booking-as-a-payer>

Thank you for your continued support.

If you have any other questions, please feel free to contact us via the school office and we will do our best to help.

Kindest regards,

The School Administration Team.

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