



3rd September 2021

Dear Parents,

Magicbooking - Booking Information

We recently wrote to you to let you know about our new **magicbooking** system for our Breakfast Club and Late Stay wraparound care. As promised, please find below more information about the implementation of this new system.

WHAT IS CHANGING?

Account: Your account has been created by importing your data from our School Management System, which will remain the primary source of data. Therefore, any changes related to your and your children's data, including health care plans, emergency contact details, authorised collectors, etc. will still have to be notified to the school.

Bookings: From your **magicbooking** account, you will be able to make or cancel bookings, access past bookings details and payment history. **All bookings should now be made online.**

Payments: You will be able to spread the cost of your booking with a monthly instalment plan. This only applies to bookings that last over 34 days and your payment plan will be of the same duration as the booking.

Your payments will be equal every month making it easy to budget your expenses. It works a little bit like your utility bills, you pay the same amount every month regardless of how much you consume, the only difference is that there won't be any adjustment at the end of the period as these will happen in real time; if you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.

The other good news is that you won't have to worry about making your payments! After making your first payment online at the point of booking, your following instalments will automatically be taken on the same date every month. You will receive a reminder 5 days before your payment is taken. Bookings that are for a period shorter than 34 days will be asked to pay upfront.

Childcare Vouchers and TFC: You will be able to integrate the element of Childcare Voucher and Tax Free Childcare Vouchers at the point of booking. The system will give you the balance to pay based on how much you are planning to pay with the tax-free scheme. **You will still need to instruct your Tax-free scheme to pay us.**

WHERE TO FIND YOUR ACCOUNT

To access your account, click the following link:

<https://forestschoo.magicbooking.co.uk/Identity/Account/Login>

IMPORTANT: When you get to the login page, click the 'Forgotten Password' hyperlink, enter the email address we've sent this email to in the field, and follow the instructions received in the email to create your password. Please check your junk folder if the email doesn't appear in your inbox.

If you have any questions, please contact the School Office. Thank you for your cooperation and support during this time of transition to our new system.

Yours sincerely,

G Booth

Graeme Booth
Headmaster