

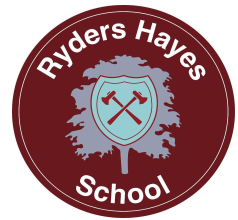
Ryders Hayes School

A Primary Learning Academy – Every day's a learning day!

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Paying for Before & Afterschool Club via Childcare Vouchers or Student Finance

Dear Parents and Carers,

Here is guidance on managing bookings and payments for Before & Afterschool Clubs using **Childcare Vouchers** or **Student Finance**. To support families using these schemes, we have adjusted our booking process so you can secure sessions on Arbor without making an immediate card payment.

1. Initial Setup (Action Required)

Before you start booking, please notify the school office that you will be using Childcare Vouchers or Student Finance. A member of our team will manually update your child's profile settings on the **Arbor app**. Once updated, you will be able to book club sessions directly without being prompted for upfront payment.

2. How Payments Work

Childcare Vouchers

- **Booking & Balances:** When you book sessions, your Arbor account balance will show as a negative amount (e.g., -£20.00). This reflects the cost of the sessions booked and helps you keep track of what is owed.
- **Payment Allocation:** On a weekly basis, our finance team checks the school bank account for incoming voucher transfers. Once received, the team will manually allocate the funds to your Arbor account to clear or reduce the negative balance.

Student Finance

- **Invoicing:** Because Student Finance typically covers 80–85% of childcare costs, our finance team will upload your full weekly bill to the **CGPS portal**.
- **Authorisation:** You will need to log into the CGPS portal to approve/authorise the bill so Student Finance can release their portion of the payment.
- **Payment Allocation & Outstanding Balance:** Once Student Finance confirms and pays their portion, our finance team will credit that amount to your Arbor account. The remaining balance (the 15–20% parent contribution) will remain on your Arbor account for you to pay directly via the app.

3. Payment Schedule Flexibility

We understand that voucher and student finance payments arrive on varied schedules. You are welcome to settle any remaining parent contributions on a **weekly or monthly basis**, provided that **all account balances are cleared in full by the end of each half-term**.

Next Steps

To use these payment methods, email the school office at finance@ryders-hayes.co.uk to set up your account.

Please reach out to the finance team if you have any questions.

Warm regards,
Ryders Hayes Finance Team

