

Paying for Breakfast and After School Club with Childcare vouchers or HMRC Tax-Free Childcare account

January 2023

Dear parents and carers,

Thank you for continuing to pay for your Breakfast and After School Club using electronic forms of payment. Payments are due at the end of every month.

If you pay using your HMRC Tax-Free Childcare account, we will *always* need the following information from you, *every time* you make a payment:

- Amount Paid
- Date Paid
- Your child's personal reference number

Without this, we are unable to match the payment on the HMRC childcare provider's account. This will in turn cause delays updating your ParentPay account, and will result in you receiving unnecessary chasers for outstanding balances. We understand this can cause upset if you are being chased for payments you have made, but without all of the above information, the payment simply does not show on our system.

If you pay using Childcare vouchers (Sodexo, Edenred, Bravo Benefits etc) we usually receive a remittance advice from the company once you have made payment. If you feel your balance has not reflected a recent payment, please do get in touch.

You can check your transaction history at any time (video tutorial is available [here](#)) if you feel any sessions have been charged incorrectly, please contact clubs@cavclosei.derby.sch.uk with details.

Kind Regards

Cavendish Close Infant School