

Guidance for paying for After School Club/Breakfast Club when it has been booked by the School Office

The procedure for paying for either club that has been booked with the office directly, is different to how it is when you pay on line at the time of Parents booking their child's places.

Please can this be paid for during the week that you have made the extra booking.

Hopefully the guidance below explains what you have to do:-

- You will receive a **text message** and an **email** from Eduspot (via the School Office), saying that you have a new booking to be paid for.
- On **either** the text or email, please click on the underlined website address **edsp.co/sm-login**
- Then please login to Eduspot with your normal login details
- This should take you straight into the Eduspot website
- At this stage it shows '**There are no outstanding payments**'
- Please then click on the **3 lines** (top left corner)
- Please then click on **Clubs**
- Then please select **the club** and **week that the booking was made**, and then **the day**, ***you will now see the outstanding payment***, and then '**add it to your basket**'.
- This should then put the booking into your basket, and hopefully now allow you to **click on the trolley** and then pay on line in the normal way.

Please don't hesitate to contact the office if you need any further help. Many thanks.