

Monday 20th July 2020

Dear parents and carers,

We recently wrote to you to let you know about the implementation of **magicbooking**.

Things are progressing well at our end, and we are now in a position to share more information about the implementation of our new booking system.

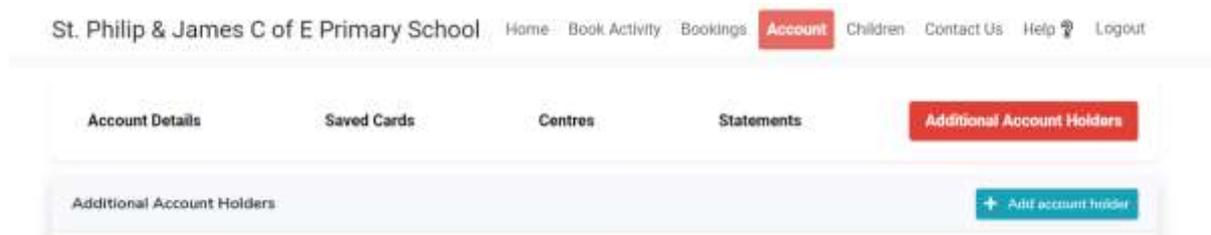
WHAT IS CHANGING?

Account: Your account will automatically be created by importing yours and your child's data from our School Management System (Integris).

Our School Management System will remain the primary source of data. Therefore, any changes related to yours and your child's data including health care plans, emergency contact details, and authorised collectors will have to be notified to the school.

Please note that *Magicbooking* only creates one account per child and that is their primary contact from Integris.

You have the option of setting up an additional account for your child, which you can do once your account has been activated, by selecting 'Additional Account Holder', as shown below. If you need any support with setting up an additional account for your child, please get in touch with the school office team.



Bookings: From your account, you will be able to make or cancel bookings, access past bookings details and payment history 24/7.

Bookings will be made online instead of filling forms, sending emails or calling us. Families entitled to UIFSM, FSM or Pupil Premium will automatically benefit from the relevant discounts. Families entitled to UIFSM, FSM will be automatically shown in *Magicbooking*. You will not need to pay for lunches but you must log in to choose your child's lunch option (meat or vegetarian) for each day.

Payments: You will be able 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 even 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.

Of course, bookings that are for a period shorter than 34 days will have to be paid upfront. The only exception to that will be for residential trips which can be paid over several weeks.

Childcare voucher and TFC: You will be able to integrate the element of Childcare voucher and TFC at the point of booking. The system will then 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.**

If you are due to be refunded for clubs booked in the summer term, we will transfer the voucher credit to your new *Magicbooking* account.

WHERE TO FIND YOUR ACCOUNT

To access your account, follow the [link](https://philandjim.magicbooking.co.uk): <https://philandjim.magicbooking.co.uk>

When you get to the login page, enter the email address we've sent this email to in the Username field, then click the 'Forgotten Password' hyperlink and follow the instructions received in the email to create your password. Please note that you can only have an account with the email address we have in our school records.

Our Breakfast Club and After School Care will be published for booking on Tuesday 21st July at 11am.

If you have any questions, please feel free to contact us on office.3835@ss-philip-and-james.oxon.sch.uk.

Thank you for your cooperation.

Yours sincerely,

Miss Reeder.