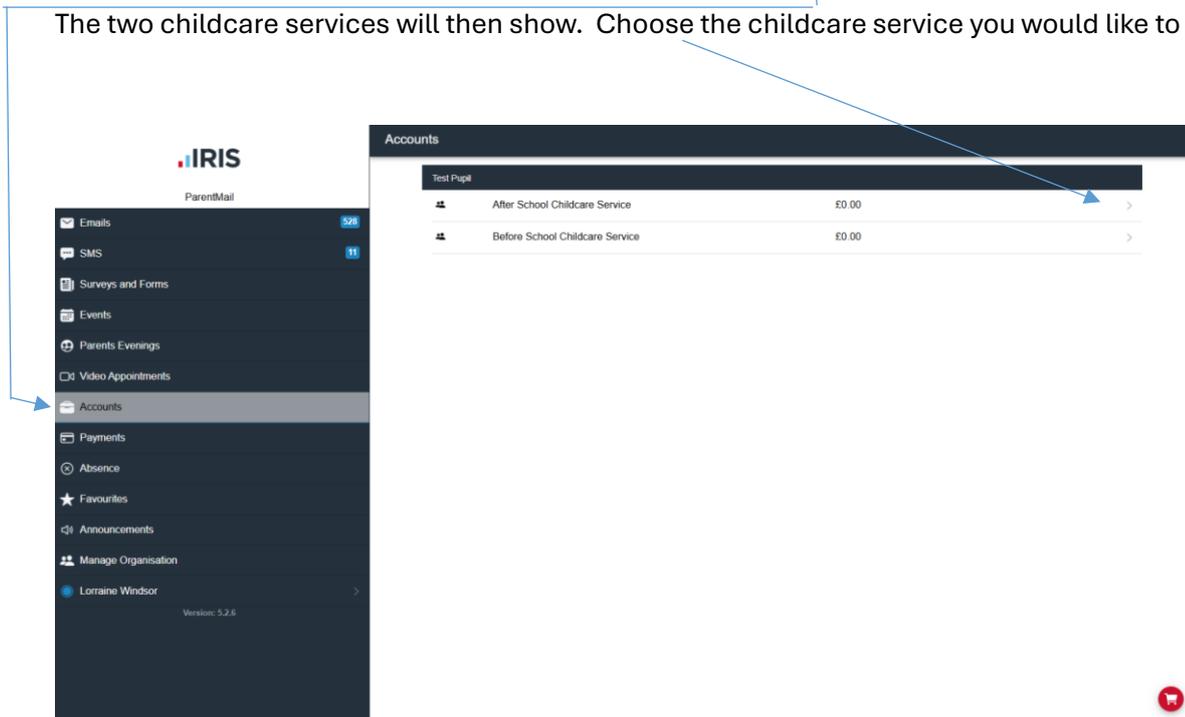


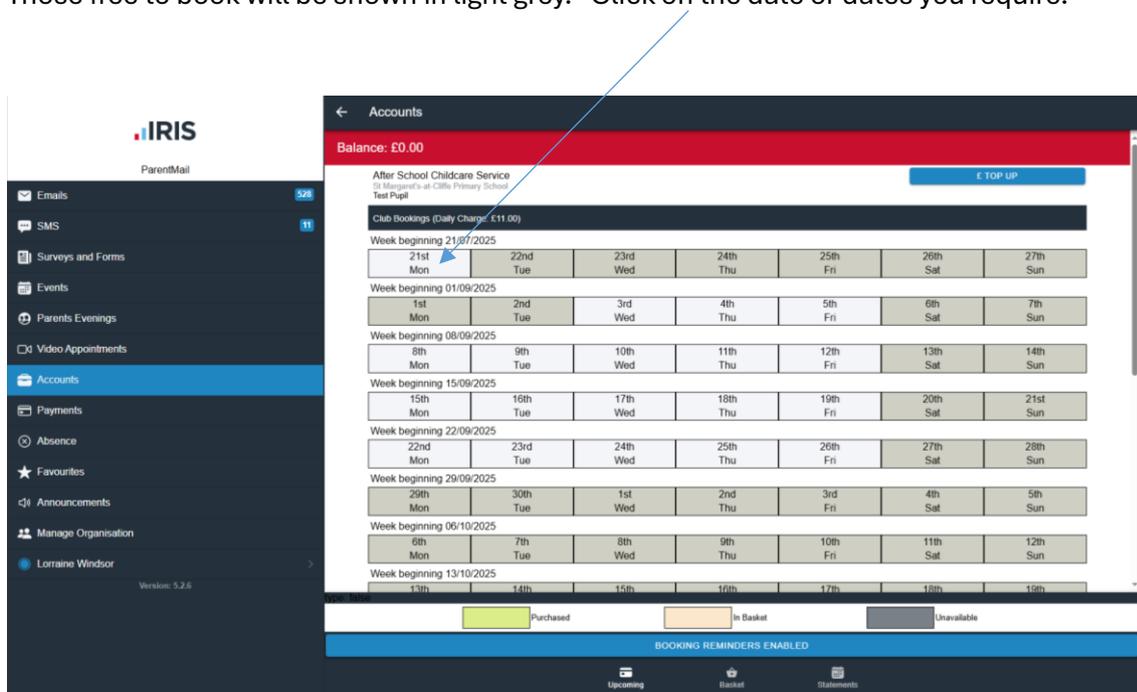
INSTRUCTIONS ON HOW TO MAKE A BOOKING FOR CHILDCARE SERVICES IN PARENTMAIL

Log into your account as usual. On the menu, choose 'Accounts'.

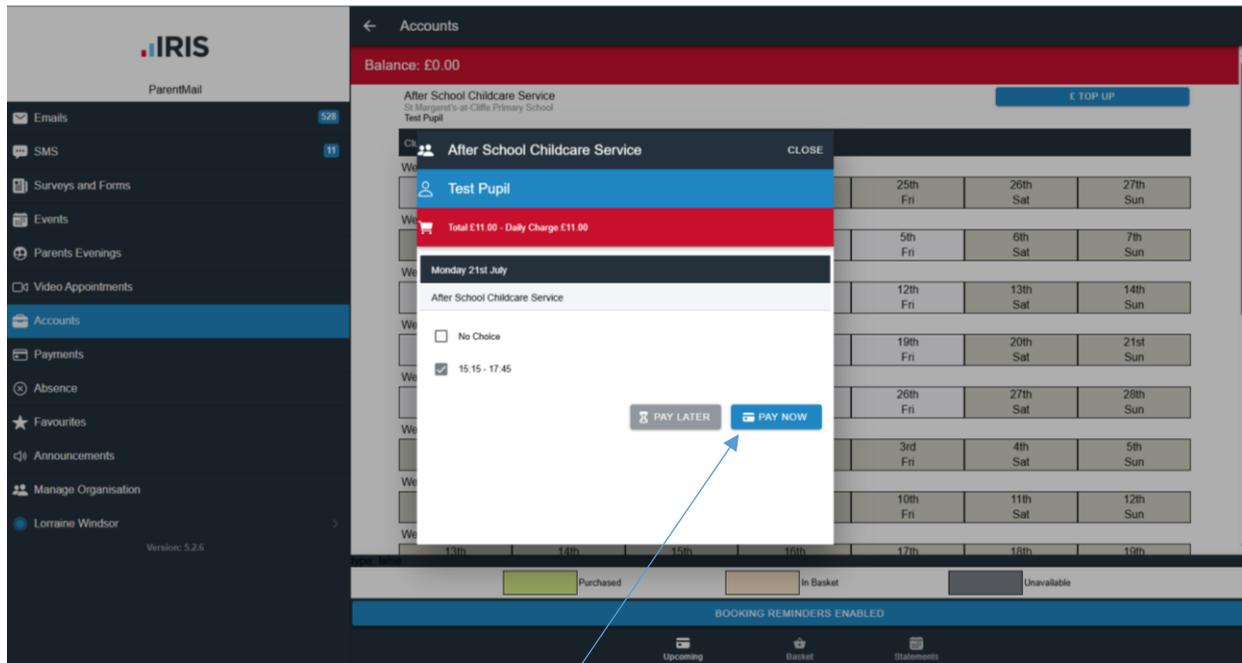
The two childcare services will then show. Choose the childcare service you would like to book.



The following screen will appear. You are able to book published dates 12 weeks in advance. Those free to book will be shown in light grey. Click on the date or dates you require.

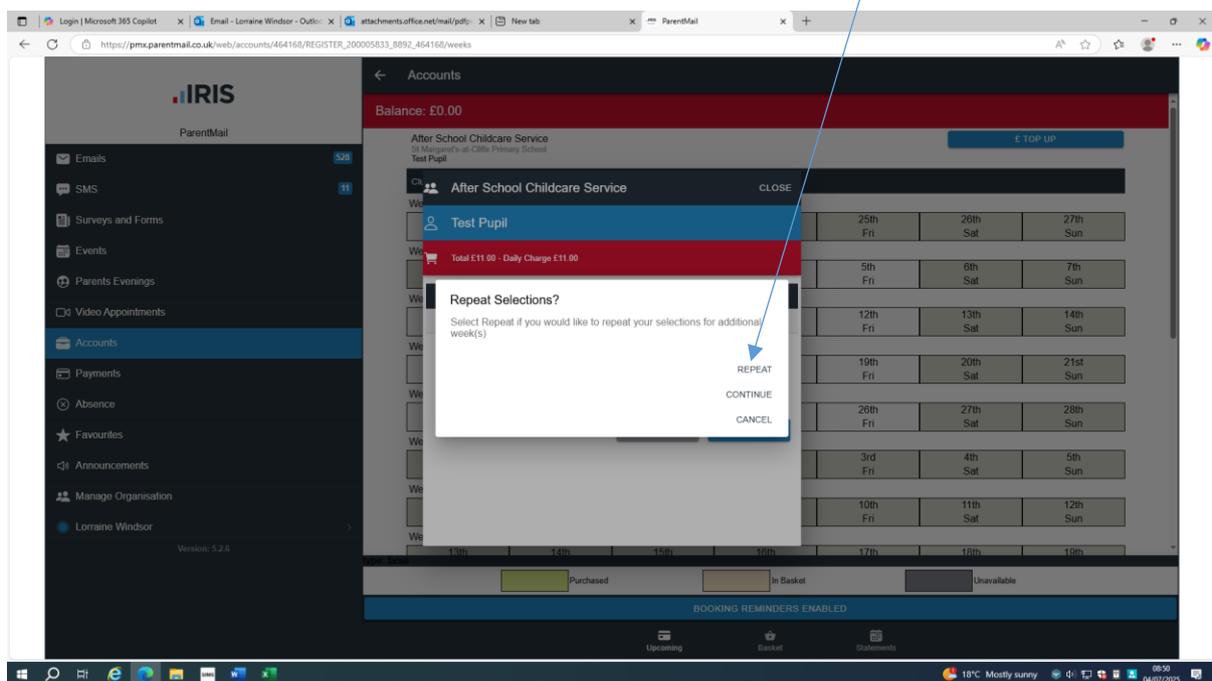


The following screen will appear:-



Tick the time of the booking and choose pay now or pay later. Pay now is the preferred option. There is a limit to the credit available and you will only be able to book a few sessions with the pay later option.

You will be given the option to make more bookings by choosing 'Repeat' if you want the same day on each of the available weeks. If you have made all the bookings you want choose 'Continue.'



If you have chosen 'Repeat' the following screen will appear and you will be presented with the upcoming weeks available.

Repeat Selection CLOSE

Total £11.00

These are the weeks you can repeat the selection for:

- Week beginning 21/07/2025
- Week beginning 08/09/2025 (+£11.00)
- Week beginning 15/09/2025 (+£11.00)
- Week beginning 22/09/2025 (+£11.00)

CANCEL CONTINUE

Choose repeated days for the weeks if required.

Then 'Continue'

After School Childcare Service CLOSE

Test Pupil

Total £11.00 - Daily Charge £11.00

Please review your selections

Monday 21st July

After School Childcare Service

✓ 15:15 - 17:45

BACK CONFIRM

If you wish to make the booking chosen click on 'Confirm'.

Basket CLOSE

Items in Basket

After School Childcare Service - Week #30 (21-Jul-2025 to 27-Jul-2025) £11.00

Test Pupil X REMOVE

Quantity 1

Total: £11.00

CHECKOUT

You will be taken to the basket. You still have the option to change your mind and remove bookings at this stage. If you are happy with your selections click on 'Checkout'

Checkout CLOSE

Payment Methods

PayPal >

VISA >

Your Items

x After School Childcare Service - Week #30 (21-Jul-2025 to 27-Jul-2025) £11.00

Total: £11.00

Choose your preferred payment method.

Payment CLOSE

VISA MasterCard

You are about to make the following card payment:

Payment: £11.00

CONTINUE

Click on 'Continue'

Add New Card

Address Line 1 *

Address Line 2

Address Line 3

City

Post Code *

Country *
United Kingdom

* required

You'll need add your address on this page.



barclaycard

Payment Details

Product:
Order #70603979 for Lorraine Windsor

Total:
£11.00

Cardholder Name*

Card Number*

Expires*
Month Year

CV2*
CSC

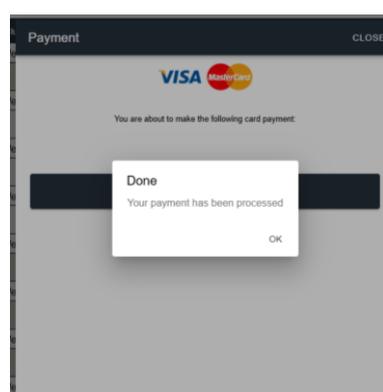
Save card for future use?

VISA | ID Check

You'll need to add your card details to this page.



Then click on 'Pay Now'



You will receive confirmation that your payment has been processed.



Your bookings will now show as blocked in green.

The screenshot displays the IRIS ParentMail interface. On the left is a dark sidebar menu with the following items: Emails (52), SMS (11), Surveys and Forms, Events, Parents Evenings, Video Appointments, Accounts (highlighted in blue), Payments, Absence, Favourites, Announcements, and Manage Organisation (Lorraine Windsor). The main content area is titled 'Accounts' and shows a calendar grid for the year 2025. The grid is organized by weeks, with each week starting on a Monday. The date 3rd Wednesday (September 3rd) is highlighted in green. A legend at the bottom of the calendar indicates that green represents 'Purchased', orange represents 'In Basket', and grey represents 'Unavailable'. A blue banner at the very bottom of the page reads 'BOOKING REMINDERS ENABLED'.

Week beginning	1st	2nd	3rd	4th	5th	6th	7th
01/09/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
08/09/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
15/09/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
22/09/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
29/09/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
06/10/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
13/10/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
27/10/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
03/11/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10/11/2025	Mon	Tue	Wed	Thu	Fri	Sat	Sun

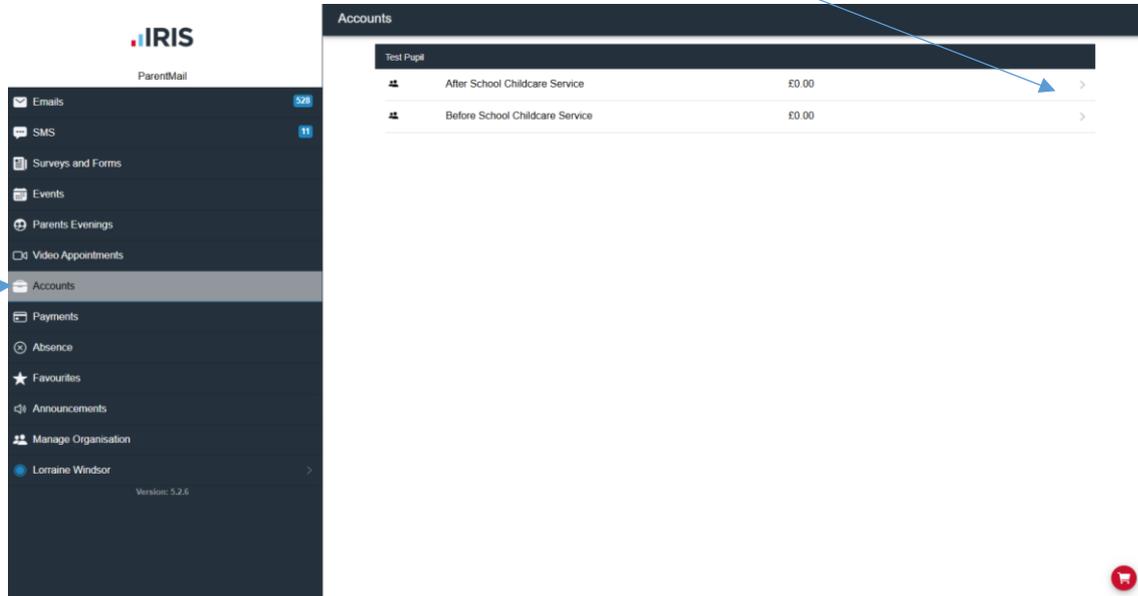
Legend:
Purchased (Green)
In Basket (Orange)
Unavailable (Grey)

BOOKING REMINDERS ENABLED

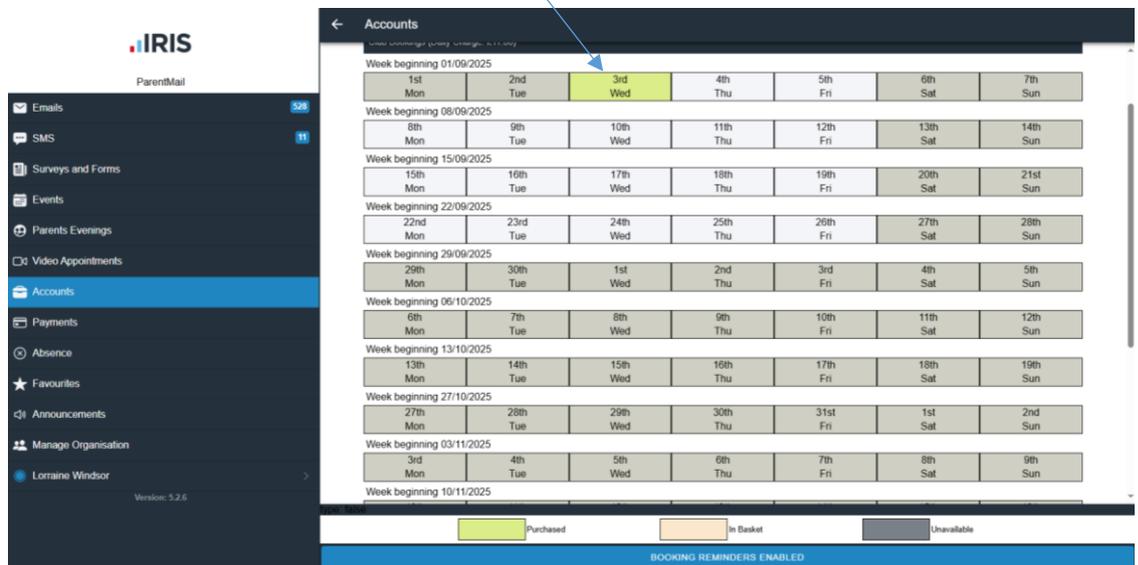
INSTRUCTIONS ON HOW TO CANCEL A BOOKING FOR CHILDCARE SERVICES

Log into your account as usual. On the menu, choose 'Accounts'.

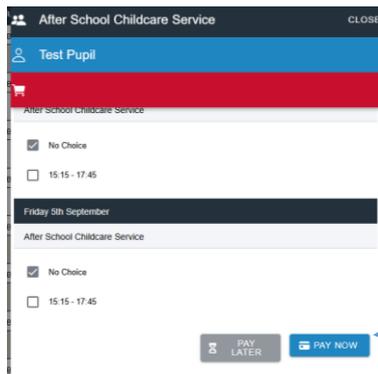
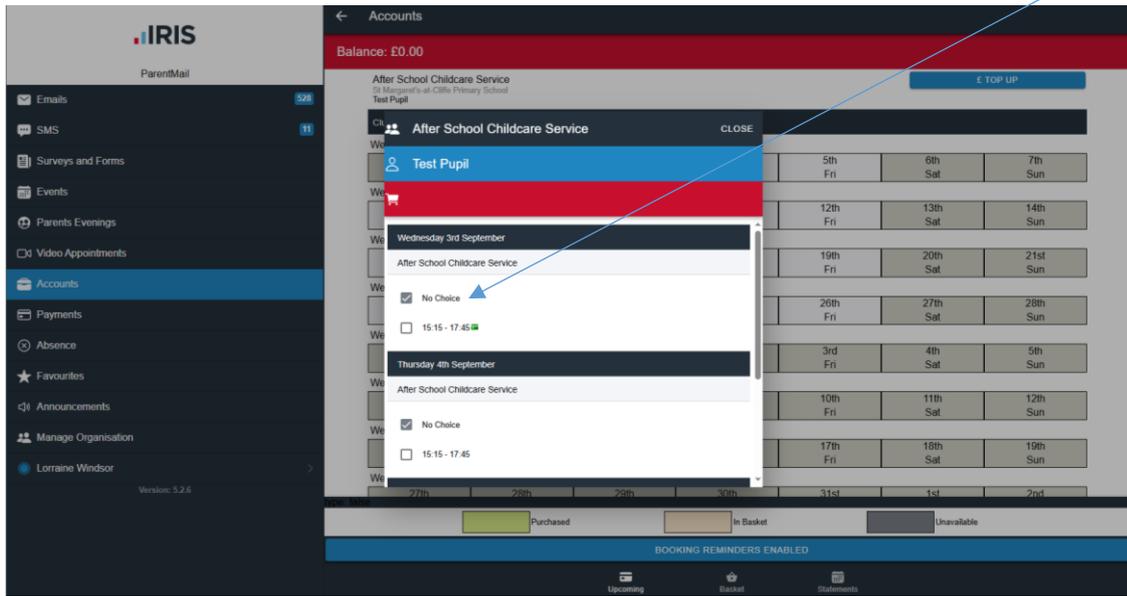
The two childcare services will then show. Choose the childcare service you would like to cancel.



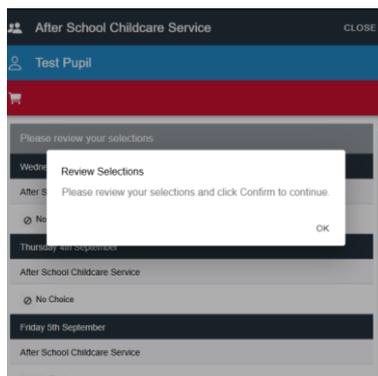
Select the date you would like to cancel.



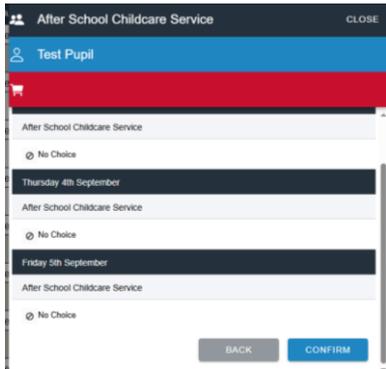
Scroll down the list of bookings until you find the date you need to cancel and then tick the 'No choice' box.



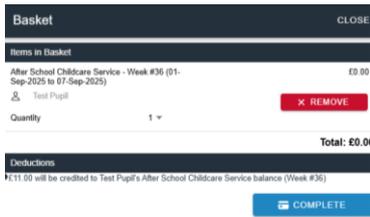
Scroll down to the bottom to select 'Pay Now'



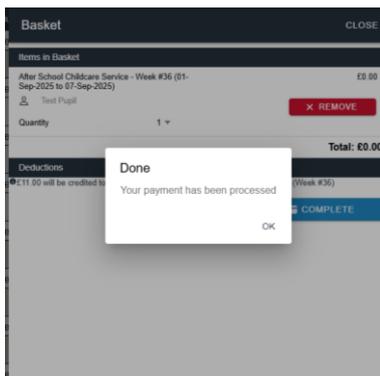
Press 'OK' to continue



Scroll down to the bottom to select 'Confirm'



Click 'Complete'



You will then see this message – your booking will have been updated.