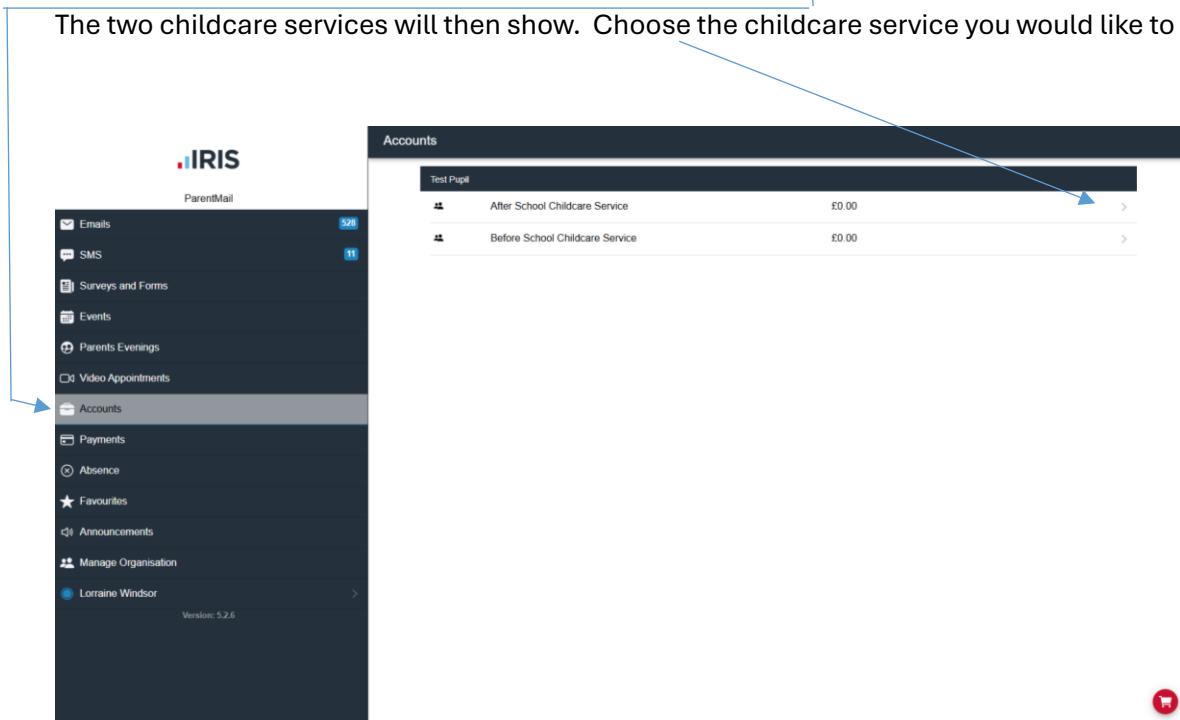


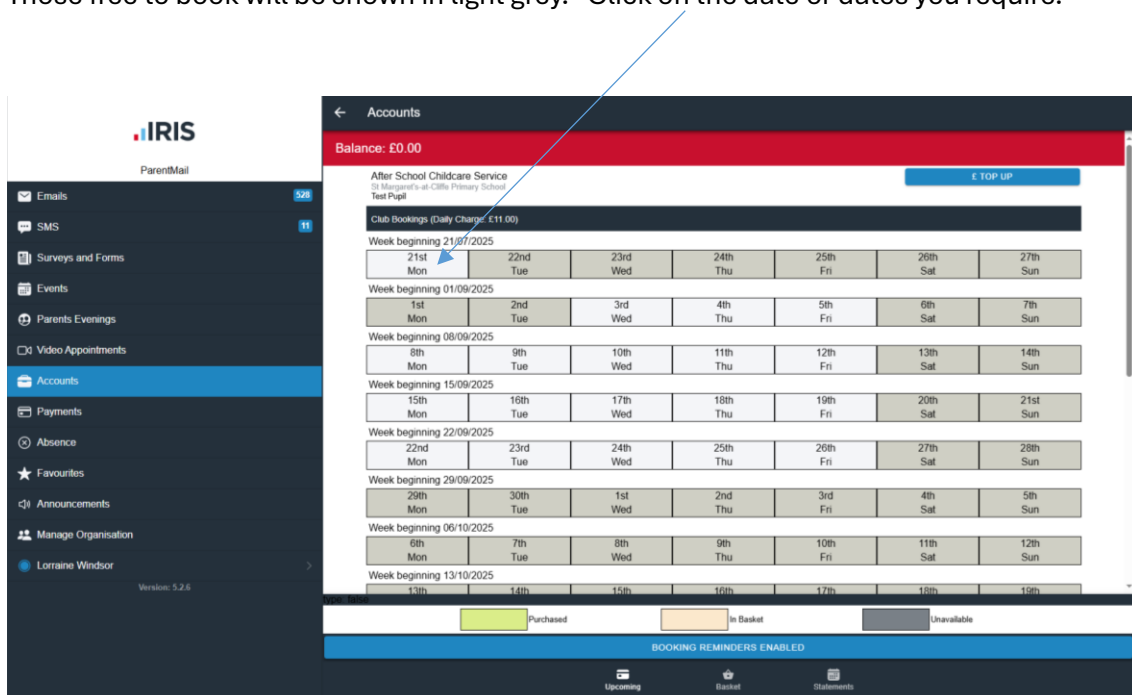
INSTRUCTIONS ON HOW TO MAKE A BOOKING FOR CHILDCARE SERVICES IN PARENTMAIL

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

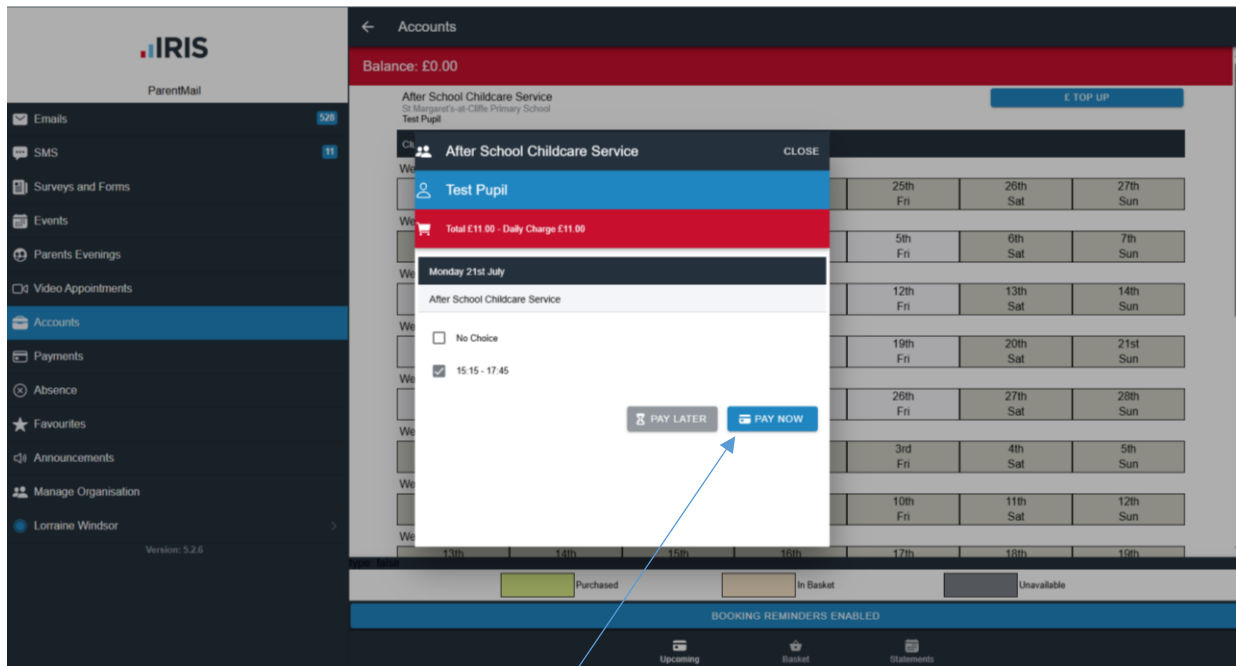
The two childcare services will then show. Choose the childcare service you would like to book.



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.

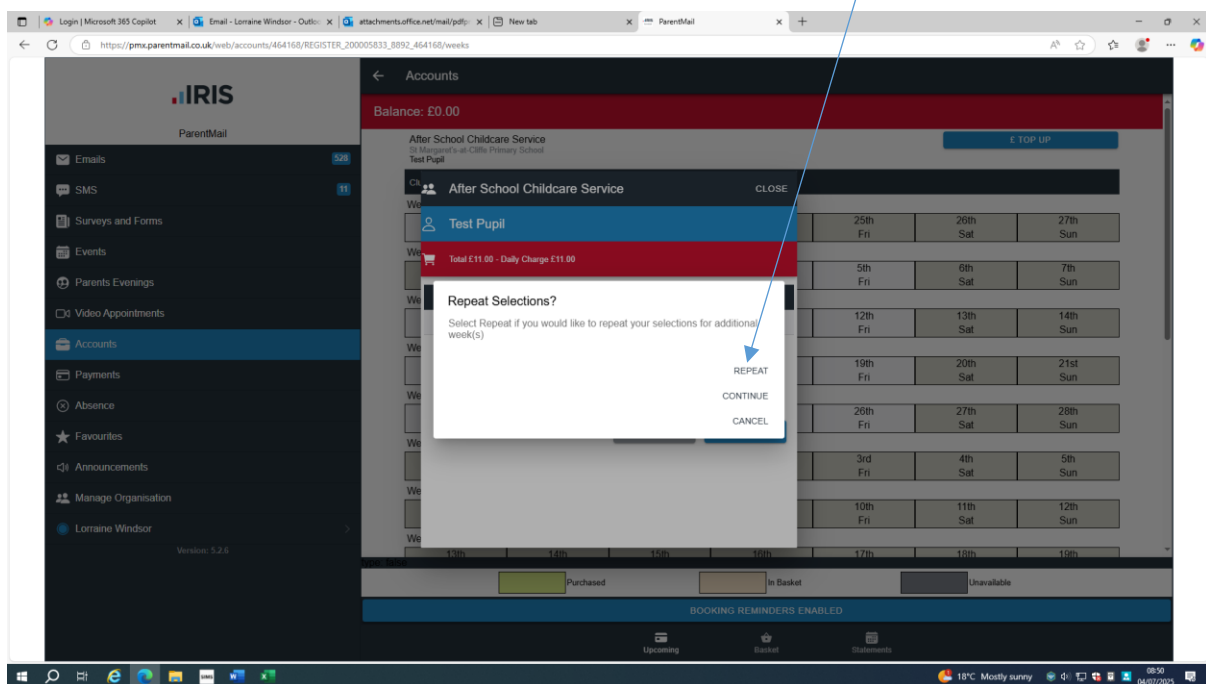


The following screen will appear:-



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

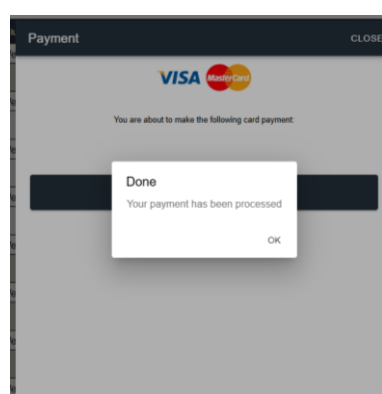
Save card for future use?

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. The main content area is titled 'Accounts' and shows a calendar grid for the year 2025. The grid is organized by week, with each week starting on Monday. The 3rd day of the first week (01/09/2025) is highlighted in green, indicating a 'Purchased' status. A legend at the bottom of the grid shows three colored boxes: a green box for 'Purchased', an orange box for 'In Basket', and a grey box for 'Unavailable'. At the very bottom of the interface, a blue banner reads 'BOOKING REMINDERS ENABLED'.

Accounts						
Week beginning 01/09/2025						
1st Mon	2nd Tue	3rd Wed	4th Thu	5th Fri	6th Sat	7th Sun
Week beginning 08/09/2025						
8th Mon	9th Tue	10th Wed	11th Thu	12th Fri	13th Sat	14th Sun
Week beginning 15/09/2025						
15th Mon	16th Tue	17th Wed	18th Thu	19th Fri	20th Sat	21st Sun
Week beginning 22/09/2025						
22nd Mon	23rd Tue	24th Wed	25th Thu	26th Fri	27th Sat	28th Sun
Week beginning 29/09/2025						
29th Mon	30th Tue	1st Wed	2nd Thu	3rd Fri	4th Sat	5th Sun
Week beginning 06/10/2025						
6th Mon	7th Tue	8th Wed	9th Thu	10th Fri	11th Sat	12th Sun
Week beginning 13/10/2025						
13th Mon	14th Tue	15th Wed	16th Thu	17th Fri	18th Sat	19th Sun
Week beginning 27/10/2025						
27th Mon	28th Tue	29th Wed	30th Thu	31st Fri	1st Sat	2nd Sun
Week beginning 03/11/2025						
3rd Mon	4th Tue	5th Wed	6th Thu	7th Fri	8th Sat	9th Sun
Week beginning 10/11/2025						

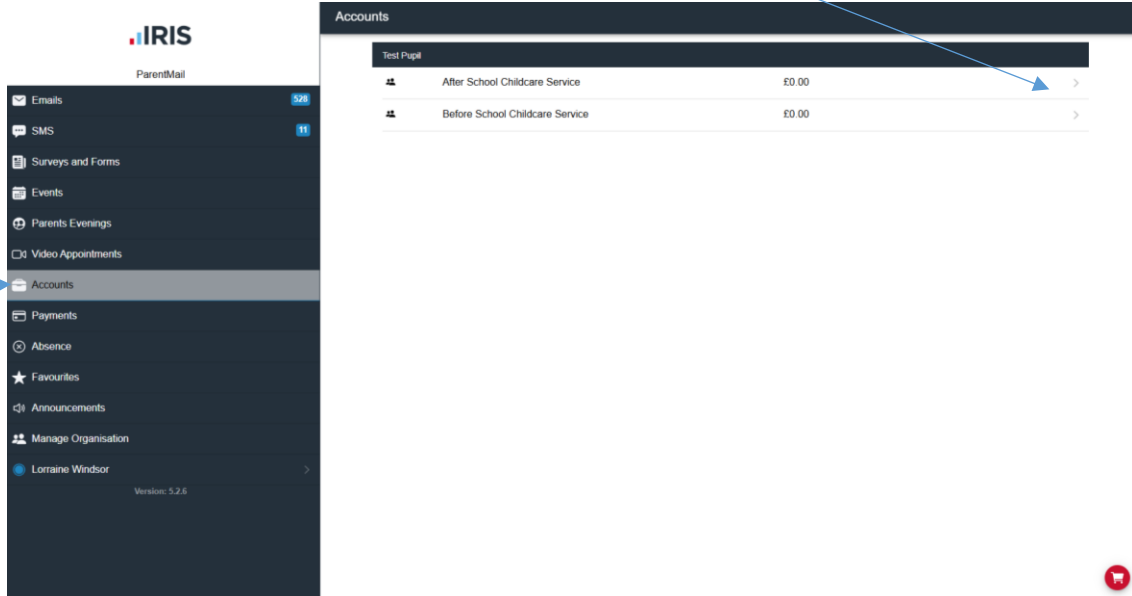
Legend: Purchased In Basket Unavailable

BOOKING REMINDERS ENABLED

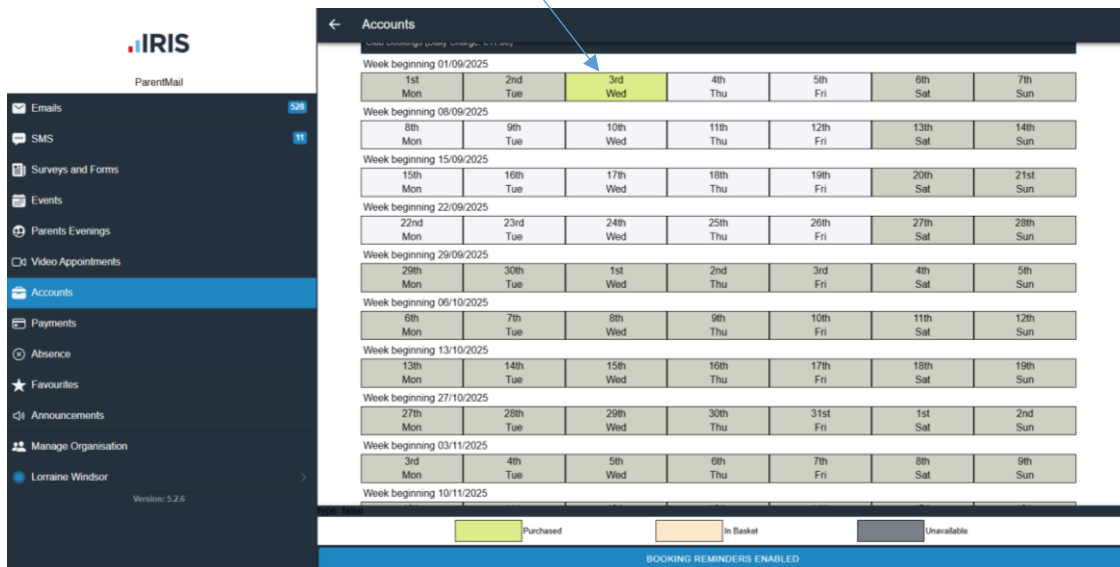
INSTRUCTIONS ON HOW TO CANCEL A BOOKING FOR CHILDCARE SERVICES

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

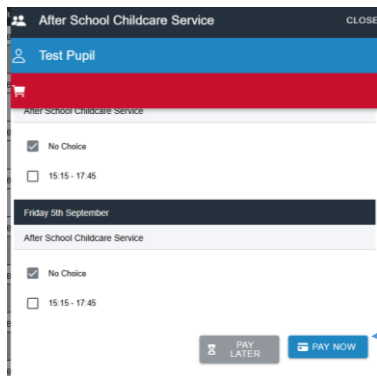
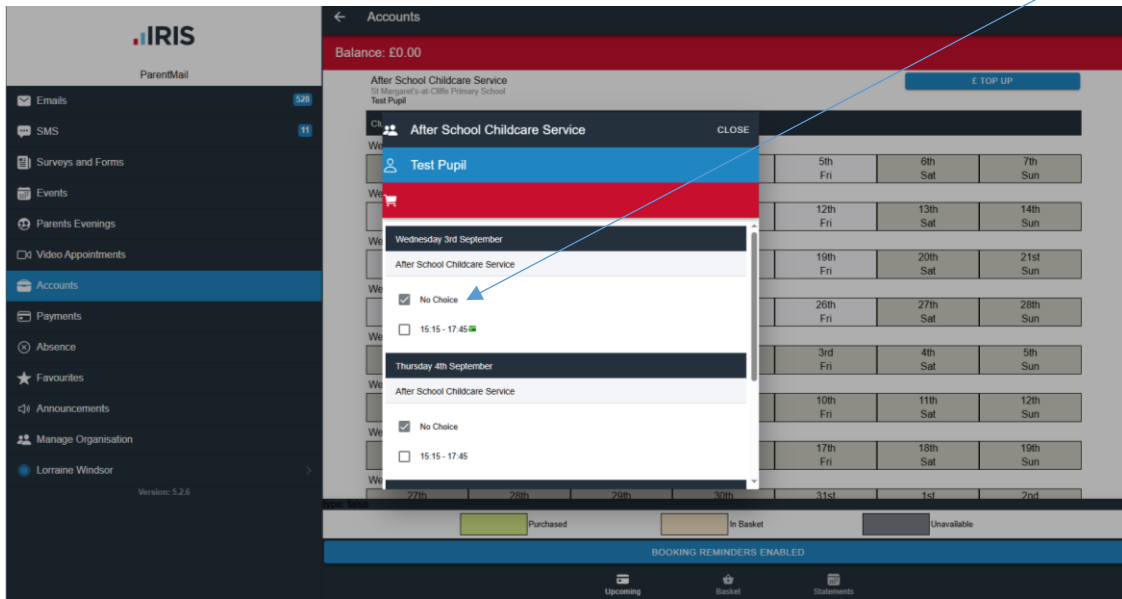
The two childcare services will then show. Choose the childcare service you would like to cancel.



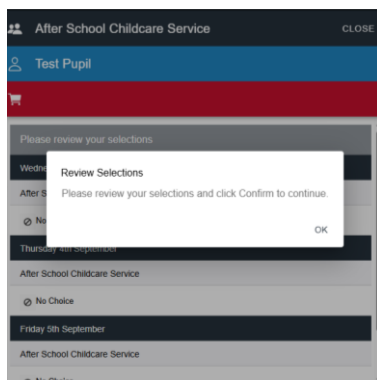
Select the date you would like to cancel.



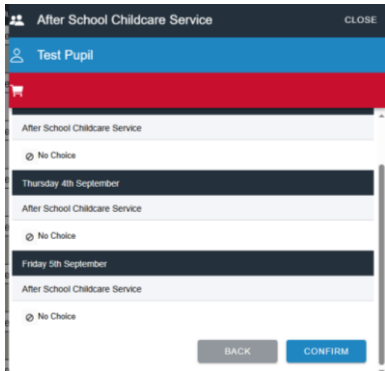
Scroll down the list of bookings until you find the date you need to cancel and then tick the 'No choice' box.



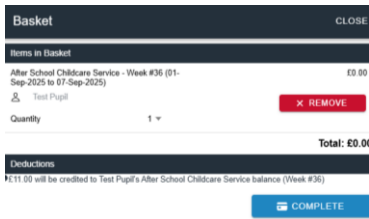
Scroll down to the bottom to select 'Pay Now'



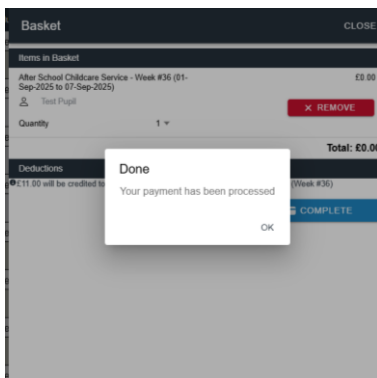
Press 'OK' to continue



Scroll down to the bottom to select 'Confirm'



Click 'Complete'

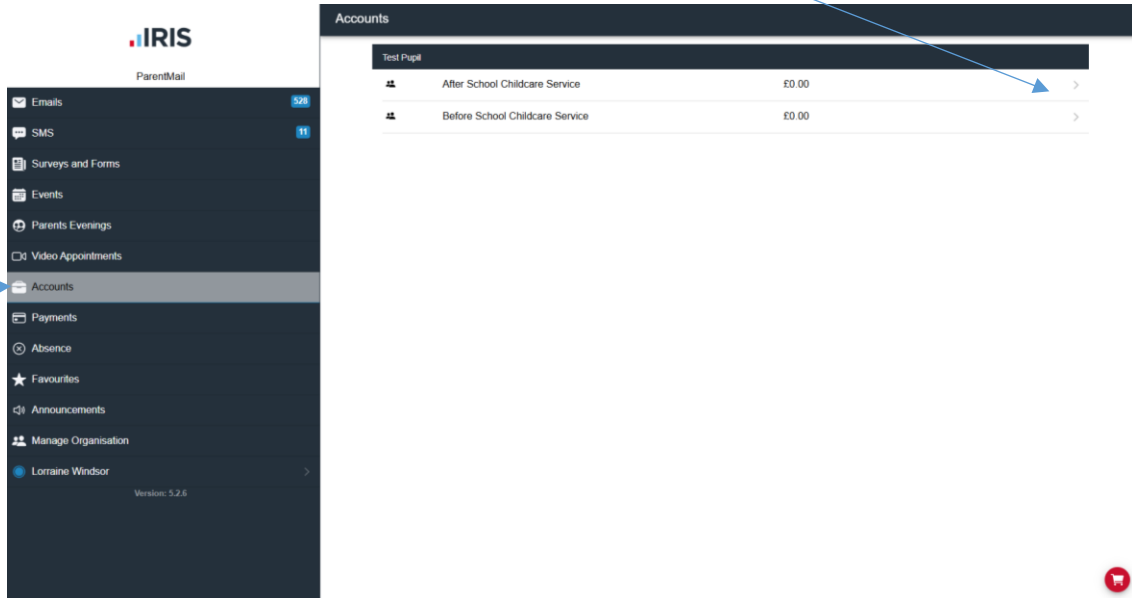


You will then see this message – your booking will have been updated.

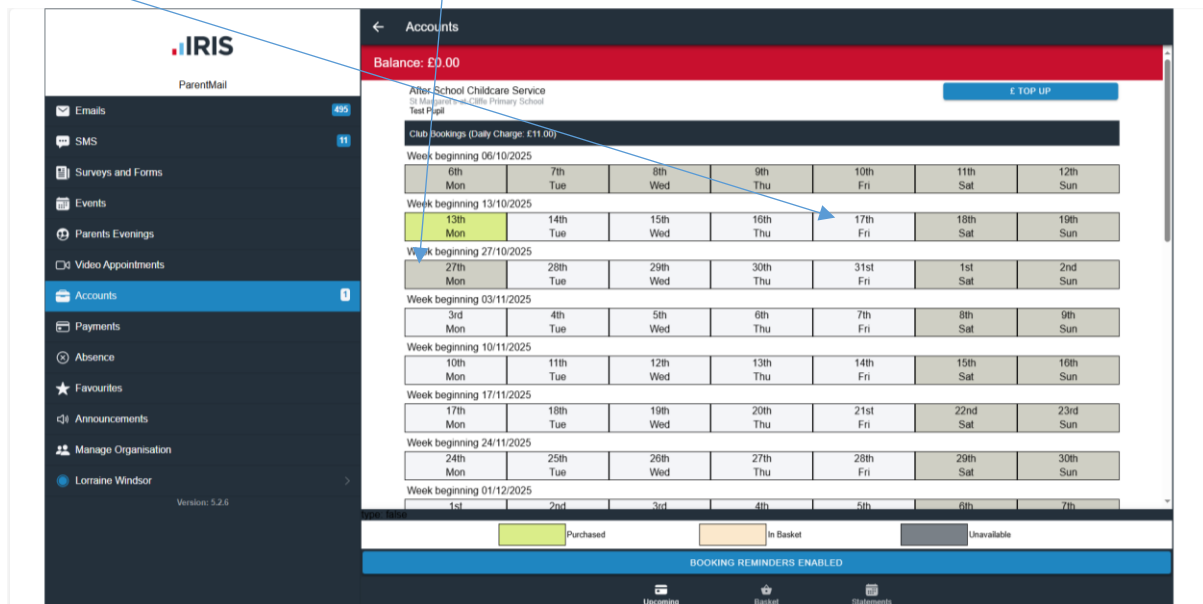
INSTRUCTIONS ON HOW TO CHECK YOUR BOOKINGS

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

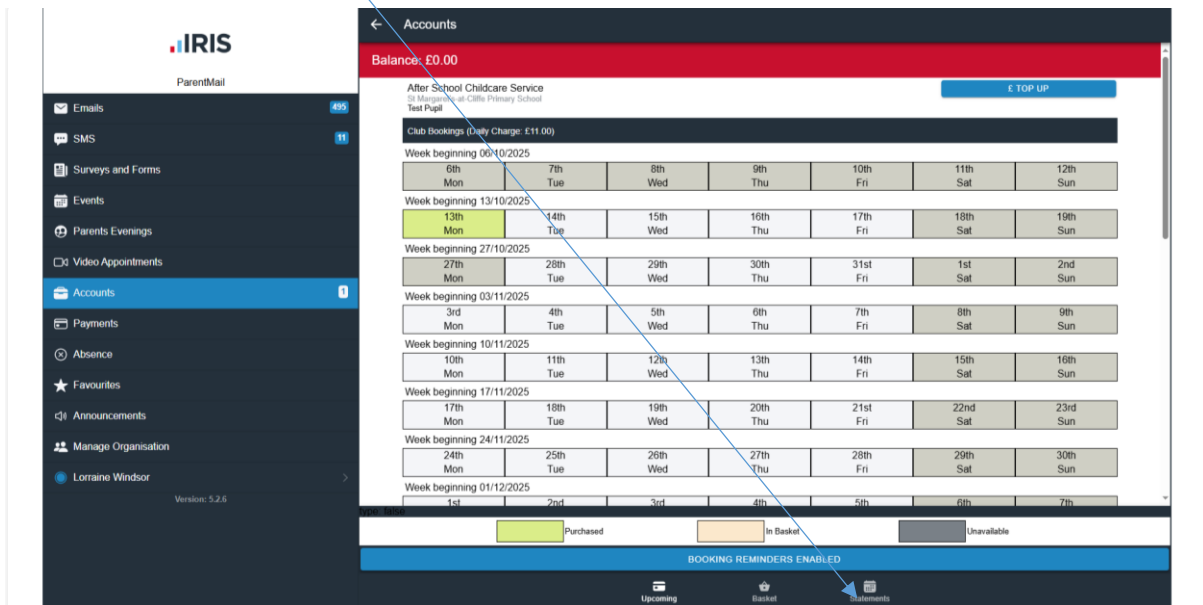
The two childcare services will then show. Choose the childcare service you would like to check your bookings.



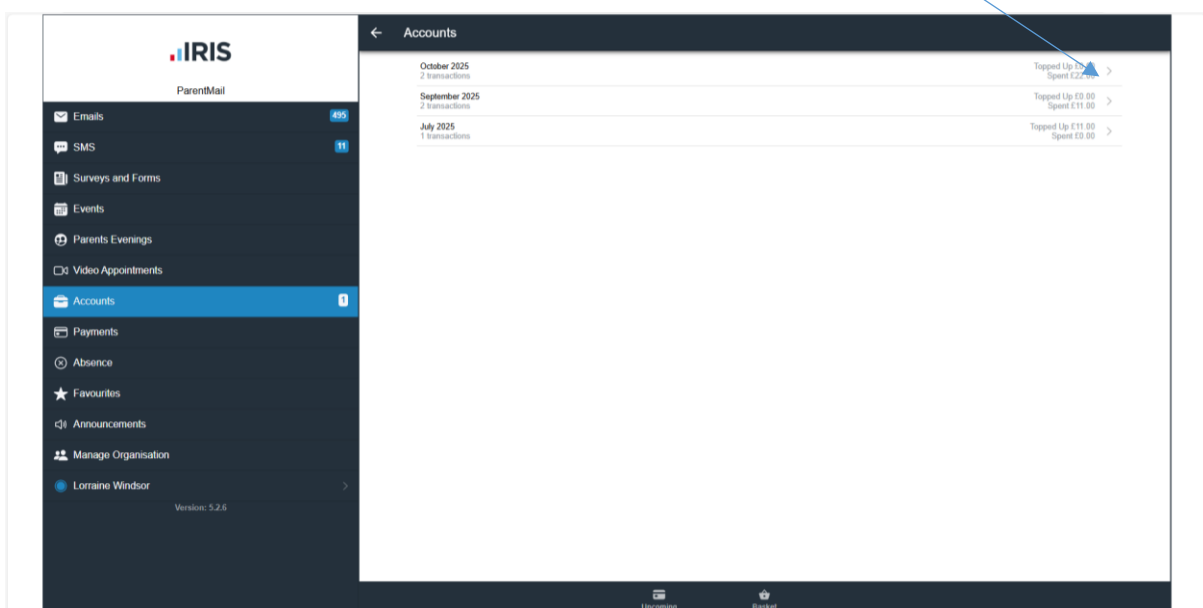
Your future bookings will show in green. Your past bookings and 'today's' booking will show as grey.



If you need to double check on the day whether you have booked (for the example below we are using 10th October which is greyed out on the screen as it is 'today') click on 'Statement' button at the bottom of the screen.



Click on the arrow next to the month you want to check (in our example 'October').



And the following screen will appear showing the bookings you have made:-



