



**Additional Instructions for using Tucasi for booking Breakfast Club or After School Club:**

**Getting Started:**

Step 1: To set up a new account:

Go to [www.scopay.com/loughtonschool](http://www.scopay.com/loughtonschool)

Click on 'register as a new user'

Type in your details, including your username and password.

The 'online link code' is in the top right corner of your letter entitled 'Link code'. This is specific to each child.

Follow the instructions to complete setting up your account.

Step 2: To add an additional child:

Log on to [www.scopay.com/loughtonschool](http://www.scopay.com/loughtonschool) with your existing username and password.

Click on 'Your Info' then 'Link Accounts'.

Type in the unique Link Code for the additional child. Then select 'link account'. This will then add the sibling to your account. The additional child will then be listed on the screen.

Step 3: Add money on account

The new booking system Tucasi requires you to add money to your account before you can make a booking.

Click on 'View Products'. This will list out the Wraparound Services that Loughton School will provide.

Enter an amount against Breakfast Club and/ or against After School Club that you wish to pay in the 'enter top up amount' box (see attached table below for suggestions on how much you might wish to pay).

Select 'Add to basket'. Do not enter a value against the walking bus options as there is no charge for this service.

When you have added the amounts that you wish to top up your account, select 'View basket'.

Or you may wish to top up the account for an additional child, in which case change the name of the child by selecting their name in the top right corner of the screen. Add amounts to the services listed under their name and then select 'View basket'.

#### Step 4: Paying the values selected

Click on 'Checkout'

Enter payment information and select 'Process Payment' to pay using a Debit or Credit Card.

Click on 'Continue' to get back to Tucasi

Within Tucasi select 'View Products' if you do not have the screen showing the various services offered by Loughton School on your screen. Against Breakfast Club and After School Club you should now see the amounts that you have paid or have been previously paid against the account.

#### Step 5: Booking Sessions

Select the child's name that you are booking for if more than one child registered.

Against each of the service options select 'Order Sessions'.

This will bring up a calendar. Use the arrow keys to get to September 2017 where you can start booking sessions.

Select the 'A' column for each day that you wish to book – ignore the L column as this is for office use only. This brings up a box called 'Session choice'.

Scroll down to find 2 options

F: First Child XXXX (full session price)

S: Sibling xxxxxx (siblings receive a 10% discount on the session price)

Select which of these options is relevant for the child/day and click on the blue rectangle on the right. A message will appear saying 'selecting OK will debit your Breakfast Club / After School club by £xxx'. Click OK.

Do this for all days / sessions that you wish to book for the first child, then repeat for subsequent children.

Your choices automatically save.

Your 'top up' balance will reduce against the service for each child as you book sessions for Breakfast Club or After School Club. There is no charge for the walking bus options but you do still need to book these so that we know who to deliver or collect.

If there are insufficient funds on your account, the system will ask you to top up with additional funds first before you can make further bookings.

### **Examples of booking amounts you may wish to use when calculating your 'top up' amount:**

Breakfast Club sessions cost £6.30, additional siblings pay £5.67.

After School Club sessions cost £13.35, additional siblings pay £12.02.

If your child attends Breakfast Club 5 days a week the charge would be **£31.50** per week, and each additional sibling **£28.35** per week.

If your child attends After School Club 5 days a week the charge would be **£66.75** per week, and for each additional sibling, **£60.10** per week.

September's charges for 5 sessions a week (4 weeks) would be:

Breakfast Club £126, additional siblings £113.40

After School Club £267, additional siblings £240.40

### **Childcare Vouchers**

If you wish to use Childcare Vouchers to pay for your child's Wraparound Care sessions, please contact Cath McPherson ([mcphersonc@loughton.milton-keynes.sch.uk](mailto:mcphersonc@loughton.milton-keynes.sch.uk)) or Janet Hobbs ([hobbsj@loughton.milton-keynes.sch.uk](mailto:hobbsj@loughton.milton-keynes.sch.uk)). They will need to amend Tucasi to reflect this before you can book the sessions.

### **Late Collection Charges**

Please be aware that there will be an additional charge of £5 for each 15 minutes that you are late collecting your child from After School Club. The sessions finish promptly at 6pm and Loughton School reserves the right to charge for the additional costs that late collections incur. These late collection charges will be added to your Tucasi account.

### **Full Sessions**

Spaces for our Breakfast and After School club have been capped on our Tucasi booking system and bookings will operate on a first come-first-served basis up to our maximum limits. We will be operating a waiting list so should you not manage to book your children onto the sessions required, please email Cath McPherson ([mcphersonc@loughton.milton-keynes.sch.uk](mailto:mcphersonc@loughton.milton-keynes.sch.uk)) or Janet Hobbs ([hobbsj@loughton.milton-keynes.sch.uk](mailto:hobbsj@loughton.milton-keynes.sch.uk)) and we will gladly place you on the waiting list.

### **Emergencies / Ad Hoc Sessions**

Should an emergency arise and you need childcare in a hurry, we may be able to accommodate your child on an ad hoc basis so please phone the school office on 01908 665971 if you need to arrange a session at short notice.

Loughton School