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"Love one another as I have loved you" John 13:34 (Our school Mission)

Dear Parents/Carers,

We have some exciting news to share with you!

We will be using a new booking and payment system for our **Before and after school Club** The new system we will be using is called iPAL and will be the only way parents and carers will be able to book and pay for sessions for their children from the **6<sup>th</sup> September**

**BOOKINGS CAN BE MADE NOW.**

This new way of booking and paying for activities will help you manage, book and pay for your child's sessional childcare in one secure place. The system is very easy to use and will save you time.

You will have full access to your account information and invoices via iPAL and be able to print invoices for tax credit letters plus much more.

I would urge all parents to register on iPAL so they have full access to the system and can continue to book and pay for their child or children's sessions. It is important that you remember your username and password.

Information on how to register is available overleaf or you can access an online tutorial at [www.ipal.education/parents-user-video](http://www.ipal.education/parents-user-video) to see how easy it is to book and manage your child's activities.

For additional support or booking / payment help please also feel free to contact us

Yours sincerely,

*Mr J McDonald*

Mr McDonald

Head Teacher



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### **Register with iPAL in 4 easy steps**

Step 1. Visit <https://stalbanscatholicprimaryschool.schoolipal.co.uk/>

Step 2. Select parent login in the top right-hand corner

Step 3. Complete the new parent registration form and click register, at this point you will receive a confirmation email, Please note this email may go in to your junk folder, please mark it as safe.

Step 4. Once you have completed your registration you will then need to add your child or children

For more information and to watch the tutorial video to guide you through the registration process and learn how to book, pay and manage activity clubs visit [www.ipal.education/parents-user-video](http://www.ipal.education/parents-user-video) , there are also helpful tips on the booking site.