Dear Parents,

**Re: Magic Booking Sign Up**

We operate a wraparound care Link Club provision which runs five days a week during term time only. Sessions are 7:30-8:45am and 3:15-6pm. For information on our Link Club, please visit

<https://www.grappenhallheys.co.uk/our_parents/link_club/>.

Please **register for your Magic Booking account using the URL below** as you won’t be able to make a booking without an account and your child could miss out on a Link Club place as a result. It is a first come, first served booking service. The cut-off for securing a place for your child in a session is 2 hours before each session commences. An urgent ad-hoc booking will still be available (subject to staffing) in the event you are unavoidably delayed and can’t collect your child at the end of the school day and require a Link Club place. You will need to call the school office as we will have to enter as admin and make the booking on your behalf as the session would appear closed to parents.

Link Club sessions can be cancelled once booked. You can manage your bookings when logged in to Magic Booking. You will be able to accrue credit for any sessions cancelled to use to pay for future Link Club sessions.

To create your account please navigate to [**https://grappenhallheys.magicbooking.co.uk**](https://grappenhallheys.magicbooking.co.uk)

Click the button ‘**Forgot your password**’ and add the email you registered your child(ren) at school with. We understand that you may have multiple email addresses for all parts of life, so I have sent an email from our Magic Booking platform to the email address we have registered for you in order for you to access with ease. Please check your Junk folder for this email.

Further instructions on how to book, access bookings, and account details can be found in the **Help?** section on the top right-hand side of the website. You are able to select a session based on the age group of your child, created from carefully calculated supervision ratios. As you click a session, an invoice is created for you to plan, manage and pay for your own bookings.

Link Club connects seamlessly with our curriculum hours with children being taken to their classroom in the mornings at 8:45am and/or collected from their classroom at 3:15am. We even take pupils following their attendance at our in-house extra-curricular clubs which run throughout the year and are bookable separately via ParentMail (more information to follow).

If you have any questions, please feel free to contact Mrs Harman on 01925 212540 or by emailing GrappenhallHeys\_Primary@sch.warrington.gov.uk FAO Mrs Harman: MagicBooking.

Thank you for your cooperation and continued support.

Kind regards,

Mrs Harman

Assistant Headteacher