

Wellesley Park Primary School

Reaching for Success Together

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Wellesley Park Primary School
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Executive Headteacher: Sarah Watson
Headteacher: Carly Wilkins

29th June 2022

Dear Parent / Carer

We recently wrote to you to let you know about the implementation of **magic**booking.

Things are progressing well at our end, and we are now in a position to share more information about the implementation of our new booking system.

WHAT IS CHANGING

Account: Your account will automatically be created by importing yours and your children data from our School Management System.

Our School Management System will remain the primary source of data. Therefore, any changes related to yours and your children data including health care plans, emergency contact details, authorised collectors will have to be notified to the school.

Bookings: From your account, you will be able to make or cancel bookings, access past bookings details and payment history 24/7.

Payments: You will be able spread the cost of your booking with a monthly instalment plan. This only applies to bookings that last over 34 days and your payment plan will be of the same duration as the booking.

Your payments will be equal every month making it easy to budget your expenses. It works a little bit like your utility bills, you pay the same amount every month regardless of how much you consume, the only difference is that there won't be any adjustment at the end of the period as these will happen in real time; If you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.

The other good news is that you won't even have to worry about making your payments! After making your first payment online at the point of booking, your following instalments will automatically be taken on the same date every month. You will receive a reminder 5 days before your payment is taken.

Of course, bookings that are for a period shorter than 34 days will have to be paid upfront.

WHERE TO FIND YOUR ACCOUNT

To access your account, click the link <https://wellesleyparkschool.magicbooking.co.uk> on our website [Wellesley Park Primary School | Home \(wellesleyparkschool.co.uk\)](https://wellesleyparkschool.co.uk)

When you get to the login page, then click the 'Forgotten Password' hyperlink, enter the email address we have for you in the field, and follow the instructions received in the email to create your password. Check your junk folder if you don't see the email in your inbox.

Our activities will be published for booking on Saturday 9th July at 9am. We will send you further guidance close to that date.

If you have any questions, please feel free to contact us on 01823 664876 or email office@wellesleyparkschool.com

Thank you for your cooperation.

Yours sincerely

Jo Lilley

School Business Manager



Respect, Resilience, Integrity, Tolerance, Responsibility, Excellence

Wellesley Park is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment