



School Road - Booking school run clubs – Useful information

- West Hove Infant School – School Road runs the following after school clubs:
 - Reception Lego
 - Year 1 & 2 Lego
 - Year 1 & 2 Art
 - Year 2 Sewing
- Clubs re-book at the end of every half term.
- Bookings and payments must be made in advance via the Juniors Magicbooking site:
<https://hovejuniorschool.magicbooking.co.uk/>
- Bookings cannot be made in the office in person or via the phone.
- Bookings are for the half term, there are no drop in sessions.
- If you make a cancelation, a credit note for Magicbooking will be generated.
- We recommend using a laptop or desktop computer to book rather than a mobile phone.
- Families entitled to Pupil Premium, please contact admin@westhove-inf.brighton-hove.sch.uk regarding booking places. Please note these places are limited and may already be full.
- Information on how to create a Magicbooking account can be found at the end of this document.



Magicbooking instructions for school run clubs

For school run clubs such as our breakfast or after-school clubs that are run by school staff, bookings are made via our online booking system, Magicbooking.

From the link below you can see that this is shared with Hove Juniors. Therefore to register your account please **go to <https://hovejuniorschool.magicbooking.co.uk/>**

Click on 'Don't have an account yet? Create one here' and follow the instructions.

There is also a help button on the log in page with useful articles and videos for actions such as logging on and making or cancelling a booking

Once you are registered and can log on, if a message comes up saying that you are not assigned to 'centre' you will need to click on this and choose 'Hove Junior school'.

You will also need to ensure your child is allocated to an Infants classroom. You will not be able to make a booking until you have added this. From your account select the 'Children' tab, then 'edit', scroll down to 'Classroom' and select the relevant year group for your child.

Once you have answered **all consent questions**, you should then be able to book your sessions.

Payments: You can either pay individually for bookings or opt for a monthly payment plan. **Please note: Payment plans only apply to Breakfast Club bookings that last over 34 days. Bookings that are for a period shorter than 34 days will have to be paid in full upfront.**

Childcare voucher and TFC: You will be able to integrate the use of Childcare voucher and TFC at the point of booking. The system will then give you the balance to pay based on how much you are planning to pay with the tax-free scheme. **You will still need to instruct your Childcare voucher scheme and Tax-free scheme to pay Hove Juniors.**

Please read the T&Cs before booking and bear in mind that cancelations must be made within the correct timeframe and generate credit notes only for use on Magicbooking.