The Hub - Payment Information Sheet

The charges for the sessions are:

- **Breakfast:** £8 (from 7:30 am)
- **After school:** £14 (up to 6pm). *Please note: Any collections after 6:00pm will be charged at a rate of £1.00 per minute per child.*

How can payments be made?

Payments can be made via the school gateway, childcare vouchers or via the government Tax-Free childcare savings account.

When are payments due?

We charge on a termly basis for the club. **From September 2027, payments are due at the beginning of the term. If your balance is not cleared within the first three weeks we will have to withdraw your childs place at The Hub.**

How do I log onto the school gateway?

The first time you log into the school gateway you need to log in via the web-site address as follows:
https://login.schoolgateway.com/0/auth/login
Go to the 'new user' section and enter your e-mail address and your mobile number and a text will be sent to you with your pin number.
If this does not work, please speak to the school office as your e-mail address or mobile phone number may need to be updated.
Once you have your pin number you can enter the school gateway web-site.
Once you have logged in for the first time through the web-site you can set up the app on your phone to view bookings and make payments.

Where can I view the bookings?

Bookings can be viewed under the club heading on both the web site and the app. All dates booked for the current and or next half term can be viewed here. It will also show the balance due for the club. Please check at the beginning of each term that we have the correct bookings. Adjustments for bookings will be made within the first two weeks of the term.

Where can I see how much I owe?

In the school gateway, click on the breakfast club and / or after school club to see the total owed.

How do I change a booking?

Please e-mail **thehub@gardenfields.aetrust.uk** if any booking needs to be adjusted. You will receive a full refund if you provide 7 days' notice.
Please note: any payments made through tax-free childcare vouchers will not be refunded to you, it will be refunded via the childcare account it has been paid through.

How can I pay by childcare vouchers or the Tax-Free childcare saving scheme?

Please e-mail **thehub@gardenfields.aetrust.uk** if you wish to pay by childcare vouchers or via the government Tax-Free childcare saving scheme. Payments will need to be arranged through the childcare voucher provider or the HMRC directly into our bank account. Your school gateway account will be credited a few days after we receive payment from you.

What is the government Tax-Free Childcare saving scheme?

This new scheme has taken over from childcare vouchers and was introduced in October 2018. If you are eligible for the scheme for every £8 you pay in, the government will add an extra £2, up to £2000 per year. Applications can be made through the following web-site: https://www.childcarechoices.gov.uk/
If your application has been successful, you will need to set up 'Garden Fields JMI School' as a childcare provider in your account and provide us with your unique payment identifier. You will then be able to pay us directly through this savings account for each half term. Your school gateway account will be credited a few days after we receive payment from you.

If you have any other questions, please ask the school office or the Hub team.