



# Charlton Kings Infants' School

*'The wings to fly, the confidence to try'*



Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483  
Email: [secretary@ckis.org.uk](mailto:secretary@ckis.org.uk)

Head teacher: Katie James BA (Hons) QTS

5<sup>th</sup> July 2023

Dear families,

We are pleased to inform you that Kids Club bookings for the 2023/24 academic year for all CKIS children (including Kindergarten children) will be available from **7pm on Monday 10<sup>th</sup> July**.

If you already have a child in CKIS and therefore have a Magicbooking account, sessions for next year will be available for you to book from 7pm on Monday 10<sup>th</sup> July in the usual way. If you have another child joining CKIS (either in Kindergarten or Year Reception), their details will be added to your existing account, and you will also be able to book them onto sessions for next year from 7pm on Monday 10<sup>th</sup> July.

*It is important to note that if your Magicbooking account is overdue when we open bookings for the next academic year, you will not be able to make any new bookings. To avoid disappointment, please settle the overdue amount on your account as soon as possible, bearing in mind that depending on your payment method, funds may take up to five working days to be received and you will not be able to make a new booking until the outstanding balance has been cleared.*

## **For new Magicbooking account holders**

If you are new to CKIS and you have given us permission (via the Parent Handbook) to share your details with our online booking provider, your account is now ready for you to access. Prior to the sessions being made available to book on Monday 10<sup>th</sup> July, we strongly advise you to access your account and make yourself familiar with the system. Please find below some useful information about our booking portal and information on how to get started.

**Bookings:** From your account, you will be able to make or cancel bookings, access past bookings details and payment history 24/7. All bookings must be made online through Magicbooking and are available on a first come first served basis.

**Payments:** If you book sessions over 34 days or more, you will have the option to spread the cost of your booking with a monthly instalment plan. Bookings for 33 days or less will require immediate, upfront payment. Please note if you pay by credit card, your booking is not secure until payment is received. Non-payment results in the system automatically cancelling your booking.

If you do select a monthly instalment plan, your payments will be equal every month making it easy to budget your expenses. If you cancel or add dates to an existing booking your monthly payments will automatically be adjusted to reflect the cost difference.





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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.

Childcare voucher and Tax Free Childcare (TFC): You will be able to integrate the element 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 tax-free scheme to pay us.

## **WHERE TO FIND YOUR ACCOUNT**

To access your Magicbooking account, [click here](#). The link to the portal can also be found on our website, [here](#).

On your first visit to the page, click the 'Forgotten Password' hyperlink, enter your email address (make sure to use the email address we've sent this letter to), 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).

Once you have logged into your account successfully, you will find several 'help' videos explaining more about the system and how to book your sessions; please do take a moment to watch these.

We would recommend that you book your sessions as soon as you can once the system goes live at 7pm on Monday 10<sup>th</sup> July to give you the best opportunity to book your preferred sessions (they will be available on a first come first served basis). All sessions up until the end of the new academic year until July 2024 will be available to book.

Please also note that we require a month's notice to cancel sessions. Cancelled sessions with the correct notice period will automatically be credited to your account.

Yours faithfully

Mrs Katie James  
Headteacher

