

Guide for Parents: Booking Breakfast and After School Club

This guide provides step-by-step instructions on how to use our new **Parent Payment Portal** to secure your child's place for wraparound care.

1. Access the Portal

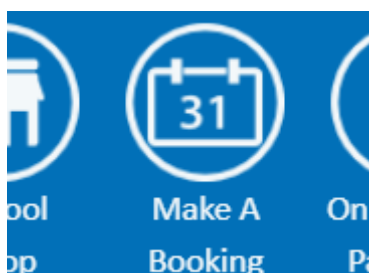
Please login to the Parent Payment Portal using the link below:

👉 www.sussexlearningtrustpaymentportal.co.uk

- **First-time users:** If you have not yet registered, please use the email address the school has on record for your child and the details sent out to you via email
- **Returning users:** Enter your registered email and password to enter the dashboard.

2. Start Your Booking

Upon successful login to the portal, please select '**Make a Booking**' from the blue buttons available to you on screen.



3. Select Your Dates

A calendar of those dates available to book for Breakfast Club and After-School Club will now appear for you. You have two ways to select your sessions:

- **Individual Days:** Select each individual day you wish to book by clicking in the relevant tick box.
- **Bulk Selection:** You can also select every day, week, or **ALL** available dates by clicking on the blue banner running along the top or the side of the calendar grid.

Breakfast Club

Start Time : 07:30 AM

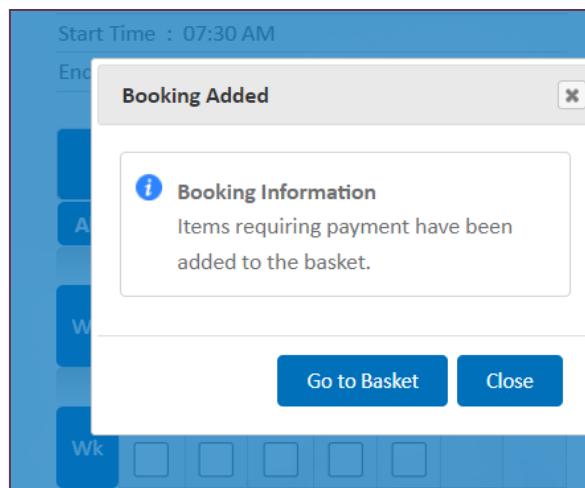
End Time : 08:45 AM

		October 2023							
		All	Mon	Tue	Wed	Thu	Fri	Sat	Sun
								1	
Wk									
		2	3	4	5	6	7	8	
Wk		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
		9	10	11	12	13	14	15	
Wk		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
		16	17	18	19	20	21	22	
Wk									
		23	24	25	26	27	28	29	
Wk		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
		30	31						
Wk		<input type="checkbox"/>	<input type="checkbox"/>						

[Add Attendee](#)

4. Assign Attendee & Review

- Once you have selected your dates, select '**Add Attendee**' to assign the booking to your child.
- Scroll down to the bottom of the screen where a **summary** of your selected sessions and dates will appear.
- '**Go to Basket**'.




5. Confirm Your Details



Review your basket and click to **confirm your billing details**

My Basket

Basket Summary

 Total
£21.77

[Clear Basket](#)

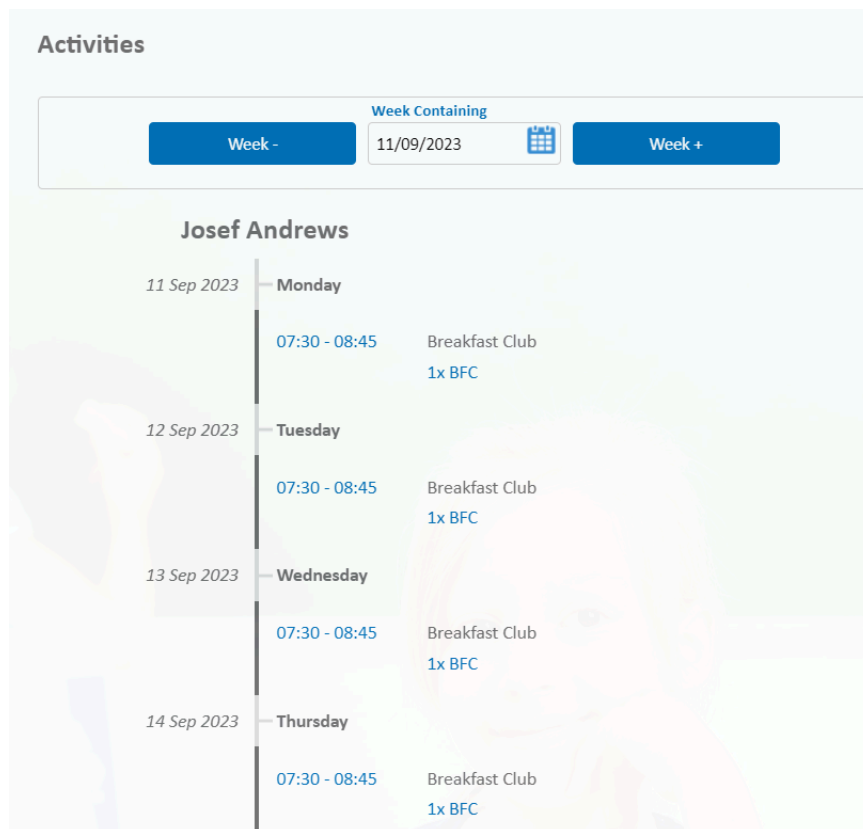
Ref	Account	Details	Amount £
n/a	Steve Bond	Breakfast Club (Parent Booking) BHPA Breakfast 7.30am 23/03/2026 (Pay On Invoice)	14.18 
n/a	Steve Bond	Breakfast Club (Parent Booking) BHPA Breakfast 8am 24/03/2026 (Pay On Invoice)	7.59 

- An email will then be sent to the registered email address for your child's account.
- **Important:** This email is a **confirmation of your booking only**. It is **not** a "Payment Confirmation."

6. Payment Information

Payment is not required at the point of booking. An **official school invoice** will be issued to you at a later date with instructions on how to settle the balance.

- Booked Activities can be seen on the 'Activity' timeline on your portal account



The screenshot shows a user interface for viewing activities. At the top, there are navigation buttons: 'Week -', 'Week Containing' (with a date field set to '11/09/2023' and a calendar icon), and 'Week +'. Below this, the user's name 'Josef Andrews' is displayed. The main content is a vertical timeline for the week of September 11-14, 2023. Each day from Monday to Thursday has an entry for 'Breakfast Club' from 07:30 to 08:45, with '1x BFC' listed below the time.

Date	Day	Activity	Time	Count
11 Sep 2023	Monday	Breakfast Club	07:30 - 08:45	1x BFC
12 Sep 2023	Tuesday	Breakfast Club	07:30 - 08:45	1x BFC
13 Sep 2023	Wednesday	Breakfast Club	07:30 - 08:45	1x BFC
14 Sep 2023	Thursday	Breakfast Club	07:30 - 08:45	1x BFC

Need Assistance?

If you have any issues logging in, cannot see your child listed, or have questions regarding the new system, please contact the **School Office** directly at:

bpawac@billingshurstprimary.co.uk



