



# HOVE JUNIOR SCHOOL

Portland Road, Hove, East Sussex, BN3 5JA

Web: [www.hovejuniorschool.co.uk](http://www.hovejuniorschool.co.uk)

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## New Year 3 Breakfast Club Bookings – Portland Road

Held in the Creative Room from 7.45 – 8.45am

Dear Parent/Carers

Welcome to our breakfast club **magic**booking system.

**Account:** You will be able to create your account, make or cancel bookings, access past bookings details and payment history 24/7. You will also have full control of yours and your children data including health care plans, emergency contact details, authorised collectors and communication preferences. **New accounts can be set up in advance of the bookings going live on the 4<sup>th</sup> July 2022 from 9am.**

### Bookings:

You will make your bookings online.

**If you already have an account with another school or organisation please follow the instructions below:**

<https://desk.zoho.eu/portal/magicbooking/en/kb/articles/what-if-parents-are-already-registered-with-another-provider>

**Payments:** You will be able spread the cost of your booking with a monthly instalment plan. This only applies to booking that last over 34 days and your payment plan will be of the same duration as the booking. The cost for each session is £4.50. 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 up front.

**Childcare vouchers:** You will be able to integrate the element of Childcare vouchers 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.**



We're working  
towards Artsmark  
Awarded by Arts  
Council England



Hove Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## WHERE TO FIND YOUR ACCOUNT

You can create your account by clicking the following link  
<https://HoveJuniorSchool.magicbooking.co.uk>

Simply click the button 'Create an account' and follow the instructions. The help section contains all the information you need. Please take care to create your account and add your child/s full details **and remember to select the correct school site (Portland Road) and year group, without this, your booking will not be processed.** Alternatively, visit Hove Junior School website here <https://www.hovejuniorschool.co.uk/> and go to parent / carer section and find the title Magic Booking, where you will also find the Magic Booking Parent User Guide.

***From your account select the 'Children' tab, then 'edit', scroll down to 'Classroom' and select the relevant year group for your child.***

We would be grateful if you could complete your registration and add your children to the system as soon as possible allowing you to book your chosen clubs.

Please make sure you have read the T & C's and our Data Privacy Notice.

If you have any questions, please feel free to contact us via email at;  
[portlandbreakfastclub@hovejun.brighton-hove.sch.uk](mailto:portlandbreakfastclub@hovejun.brighton-hove.sch.uk)

Thank you in advance for your cooperation.

Yours sincerely.

Hove Junior School

Yours sincerely,

*Maddie Southern*

Maddie Southern  
Headteacher



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