School Spider Instructions – Childcare Vouchers/HMRC Tax Free Childcare

ADDING A VOUCHER



11:33 🗉 🕅 🕀 🔘 4G 🖌 🗋 97% 11:37 冒 🕅 🕆 ⊻ • 4G 🖌 🗎 96% 11:38 ᠍阏弗⊻・ 4G 🖌 🗋 96% (\times) 4 -SchoolSpider < Shop Ξ < Spring Term 1 A... \sim \equiv School Home Q Search... Spring Term 1 AM 2023 ~ A Parent Dashboard Morning Session Afternoon Session > < PRICE 🔀 Messages £6.00 Bookings & Payments Autumn Term 2 2022 A... 20 Available Rarents' Evenings Surveys & Forms Autumn Term 2 2022 2... 20 Available > DATE PRICE 💣 Awards & Reports Mon, 09 Jan 20 place £6.00 Porums Spring Term 1 AM 2023 20 Available > Tue, 10 Jan 20 places £6.00 i Report Absence Wed, 11 Jan 20 places £6.00 2 Change School 1 > < Thu, 12 Jan 20 places £6.00 Fri, 13 Jan 20 places £6.00 Mon, 16 Jan 20 places £6.00 Ne. 17 Jan 20 places £6.00 Wed, 18 Jan 20 places PIP TEST > View profile Thu, 19 Jan 20 -0 \blacksquare -۲

To make a booking click on Bookings & Payments. Select your session Morning or Afternoon. Click on the available term and it will bring up all available dates. Dates will only be available to book up to 24 hours prior to the session. If a date isn't showing available and it's more than 24 hours, please check it hasn't already been booked. Select all your dates and click on the arrow.

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Click through the next few steps until you click on Checkout. Once to see your baskest screen you will need to click on the small arrow to expand your selection. This will then show you what vouchers you have available.

USING A VOUCHER







You should be able to click through the next few screens after selecting your voucher. It is right that the cost shows as £0.00 as this means the app will not ask you for payment. Payment is taken directly from your voucher balance.