



Clubhouse invoices are raised half termly in advance; and are emailed to parents / carers through School Spider during the first 2 weeks of attendance.

All payments are placed onto a "School Money" account which will be set up once your child is on roll. There are many different ways to pay the Clubhouse invoice;

- **School Money** - All clubhouse monies owing will be placed onto this account and removed as payment is received. If you wish to pay using a credit/debit card, please proceed to pay through your School Money account.
- **Childcare Vouchers** (Eden Red, Fideliti, Sodexo, Care 4, Computershare, Bravo Benefits, Busy Bees) - Please instruct your provider to pay the invoice amount. Clubhouse will then receive an email notification from your provider that payment has been generated.
- **Government Tax Free Childcare** - Please notify Clubhouse by email: Clubhouse@tsp.sefton.school when you have initiated a payment and include the following information; amount, date and reference. This is important that we receive this notification for every invoice so that we are able to trace your payment through the Government portal.
- **Government Childcare Grant Payments** - The amount owing will be loaded weekly on to the Childcare Grant Payment Platform. When a payment has been received this will be deducted from the amount owing on your School Money account. At the end of the half term this will leave a remaining balance which will need to be paid through your School Money account. You will receive a text notification from School Money for this outstanding amount to be paid.