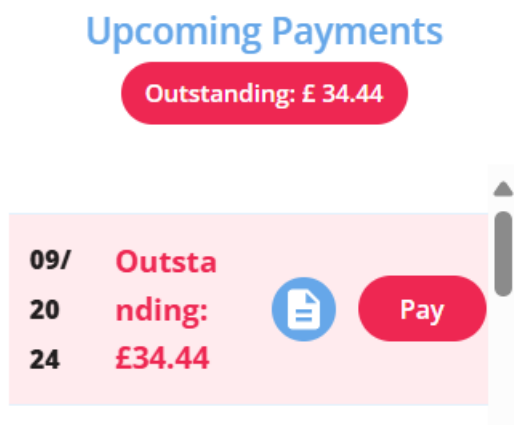


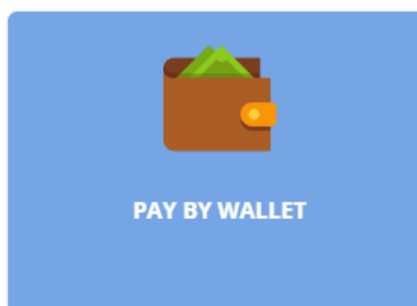
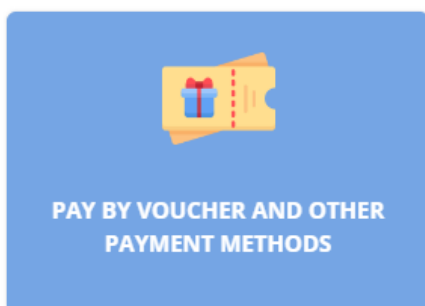
Top tip for using IPAL

1. Please ensure that you are using our unique link [IPAL: Booking, payment and management system \(ipalbookings.com\)](https://ipalbookings.com). If you do not and simply 'google' IPAL, you will be in the wrong place and will be unable to login. Please do not set up an account with the IPAL parent company SY4C for use at Sandiway Primary as any payments you make to this account will not be received by us.
2. Please use IPAL to make all bookings (additional bookings for regular users). We can no longer accept bookings via telephone or email as all availability is live within IPAL and is updated daily.
3. If you cannot find the slot you require, please join the waiting list. Please do not telephone or email. Genuine emergencies are of course an exception to this rule and can be discussed with me on the day of the emergency over the phone.
4. Cancellations are not currently available. Please email theclub@sandiway.cheshire.sch.uk to let me know if you do not need your space. As a reminder sessions are non-refundable. You are able to amend your bookings each half term.
5. To make a payment please follow these instructions:
 - Invoices are sent out monthly on the 23rd and you have 7 days to make payment. IPAL will automatically remind you via email if you have not paid.
 - For all other payment terms and conditions please refer to the terms and conditions you signed within IPAL or which have been distributed via email.
 - You can make payment via card, bank transfer or childcare vouchers as follows:

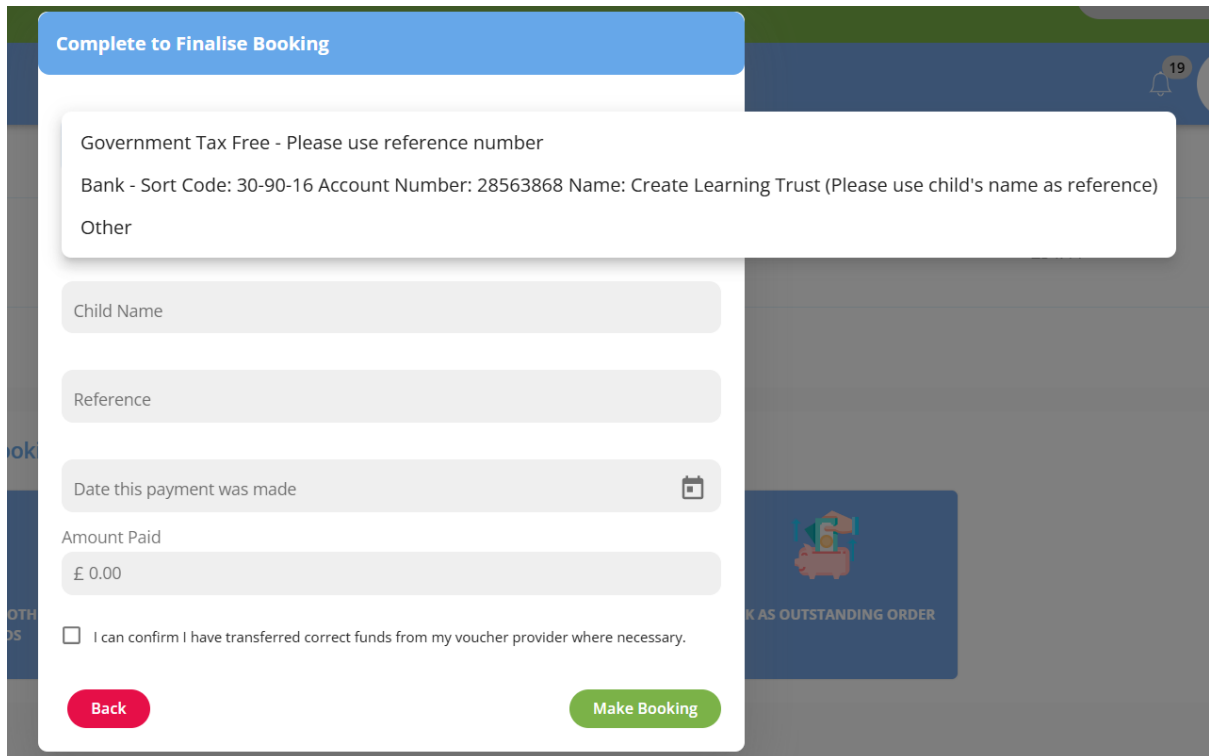
Once you have logged in to your IPAL account, on the right hand side of the screen you will see:



Click on Pay



If you wish to pay your invoice click Pay by Voucher and other payment methods:



The screenshot shows a mobile app interface for finalizing a booking. At the top, a blue header bar contains the text "Complete to Finalise Booking". Below this, a white modal form is displayed. The form includes a text input field for "Government Tax Free - Please use reference number", a text input field for "Bank - Sort Code: 30-90-16 Account Number: 28563868 Name: Create Learning Trust (Please use child's name as reference)", and a text input field for "Other". Below these fields are three more input fields: "Child Name", "Reference", and "Date this payment was made" (which includes a calendar icon). Below the date field is a section for "Amount Paid" with a text input field showing "£ 0.00". At the bottom of the form is a checkbox with the text "I can confirm I have transferred correct funds from my voucher provider where necessary." Below the checkbox are two buttons: a red "Back" button and a green "Make Booking" button. In the background, a dark blue card with a piggy bank icon and the text "K AS OUTSTANDING ORDER" is visible. A notification bell icon with the number "19" is in the top right corner.

Complete to Finalise Booking

Government Tax Free - Please use reference number

Bank - Sort Code: 30-90-16 Account Number: 28563868 Name: Create Learning Trust (Please use child's name as reference)

Other

Child Name

Reference

Date this payment was made

Amount Paid

£ 0.00

☐ I can confirm I have transferred correct funds from my voucher provider where necessary.

Back

Make Booking

From this screen please populate the information requested after selecting your payment method.

Once you have completed this step, please now make your payment as you normally would by either bank transfer or childcare voucher.

Once funds are received, I will then reconcile the information you have populated on IPAL with the funds you have sent.