



# Belton Lane Primary School

*Belton Lane Community Primary School, Green Lane, Grantham, NG31 9PP*

26<sup>th</sup> March 2025

Dear Parents and Carers

## **Tax Free Childcare Vouchers**



You can now use tax free childcare vouchers to pay for the Breakfast Club.

Tax-Free Childcare is a government scheme that pays 20% of childcare costs up to a maximum of £2,000 each year. Tax-Free Childcare is a UK-wide scheme covering England, Scotland, Wales and Northern Ireland.

The scheme is open to all parents of children under 12 (or under 17 if disabled). To apply, you must open a Tax-Free Childcare account online. [Tax-Free Childcare - GOV.UK](https://www.gov.uk/tax-free-childcare)

## **Using Tax-Free Childcare to pay for Breakfast Club**

All bookings for Breakfast Club must be made through ParentPay. The funds on ParentPay are managed per child. The funds loaded for one child cannot be used to pay for another child's booking.

There must be enough credit on Breakfast Club to cover the cost of the whole booking for each individual child.

ParentPay is unable to accept Tax-Free Childcare or Childcare Voucher (CCV) funds directly, so there is a process in place to enable you to use your vouchers to pay for Breakfast Club. The funding is sent directly to Belton Lane Primary School's bank account and this is then allocated out to the individual children's Breakfast Club.

Please allow up to 10 working days for the funding to be allocated to your child's ParentPay account.

## **Process for allocation of funds.**

1. You will receive an email from Tax-Free childcare which will include a transfer reference to advise you that the funds have been sent to Belton Lane Primary School. This reference number cannot be amended and will be used to identify the funds sent to the school
2. Send an email to the school admin email address [admin@belton-lane.lincs.sch.uk](mailto:admin@belton-lane.lincs.sch.uk) to advise us that the money will be received. In the subject line please state: Tax-Free Childcare amount and the reference number.
3. In your email, please include the name of the child, class, date of transfer.
4. Once the allocation has been made you will be able to book your Breakfast Club sessions.

If you have any questions, then please do not hesitate to contact the school office.

Yours sincerely

Mrs A Midgley  
School Business Manager

Headteacher: Mr J Mason Tel 01476 247724 Email: [admin@belton-lane.lincs.sch.uk](mailto:admin@belton-lane.lincs.sch.uk)

