



# TATTENHALL PARK PRIMARY SCHOOL

Dear Parents/Carers,

We have some exciting news to share with you!

From 22<sup>nd</sup> October 2021, we will be using a new booking and payment system for our TASC Breakfast and After School Clubs, at Tattenhall Park Primary School. The new system we will be using is called iPAL and will be the only way parents and carers will be able to book and pay for sessions for their children from the 1<sup>st</sup> November 2021.

This new way of booking and paying for activities will help you manage, book and pay for your child's sessional childcare in one secure place. The system is very easy to use and will save you time.

Please note that if you are using some of your Nursery funded hours to pay for TASC After School Club, then please tick that you pay by childcare voucher. This will then be credited when your bookings are reviewed in the Main School Office.

You will have full access to your account information and invoices via iPAL and be able to print invoices for tax credit letters plus much more.

It is important that all current outstanding balances on Parentpay are paid in full by Friday 5th November 2021 to enable you to access the iPAL booking and payment system. We therefore, ask that parents and carers arrange for the payment of outstanding balances for TASC, at their earliest convenience. If outstanding balances on Parentpay for TASC are not cleared by this date, then your current balance will be transferred to ipal. This would prevent further club bookings until this balance is then paid in full.

I would urge all parents to register on iPAL so they have full access to the system and can continue to book and pay for their child or children's sessions. It is important that you remember your username and password.

Information on how to register is available overleaf or you can access an online tutorial at [www.ipal.education/parents-user-video](http://www.ipal.education/parents-user-video) to see how easy it is to book and manage your child's activities.

For additional support or booking / payment help please also feel free to contact us on 01244 667500 or email: [TASC@tattenhallpark.cheshire.sch.uk](mailto:TASC@tattenhallpark.cheshire.sch.uk) and send a copy email to: [admin@tattenhallpark.cheshire.sch.uk](mailto:admin@tattenhallpark.cheshire.sch.uk)

Kind regards,  
Mrs Yvonne Morgan  
School Business Manager



*Roots to grow; wings to fly.*



## Register with iPAL in 4 easy steps

Step 1. Visit <https://tattenhallparkprimary.schoolipal.co.uk/>

Step 2. Select parent login in the top right-hand corner

Step 3. Complete the new parent registration form and click register, at this point you will receive a confirmation email, Please note this email may go in to your junk folder, please mark it as safe.

Step 4. Once you have completed your registration you will then need to add your child or children

For more information and to watch the tutorial video to guide you through the registration process and learn how to book, pay and manage activity clubs visit [www.ipal.education/parents-user-video](http://www.ipal.education/parents-user-video) , there are also helpful tips on the booking site.