



Arden Grove Infant and Nursery School
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01603 404553
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Childcare Vouchers For Wrap around care

We wanted to remind parents and carers that if you have access to childcare vouchers via the Tax Free Childcare scheme, these can be used for the Wrap Around Care - Early Morning Club (EMC) and After School Club (ASC) (this does not include sports clubs).

You will have to pay for sessions a different way but please follow the below instructions:

PLEASE NOTE IT IS IMPORTANT YOU FOLLOW THE BELOW INSTRUCTIONS, WE CANNOT REFUND IF YOU PAY SCOPAY DIRECT, AS THE WENSUM TRUST GET CHARGED

- Please ensure you organise this at least two weeks before the date you need to book.
- Pay your voucher provider direct (**do not pay via Scopay**).
- For your first use with the school, we will need to set you up, please provide us with your account reference number for each child.
- Once you have paid your provider, email the school office (office@ardengrove.norfolk.sch.uk) with how much you have paid and proof of payment. (We cannot update your account without proof of payment).
- PLEASE ENSURE WHEN EMAILING, YOU STATE IF THE AMOUNT IS FOR EMC OR ASC. IF PAYING FOR BOTH, PLEASE STATE HOW MUCH FOR EMC AND HOW MUCH FOR ASC.
- We have to wait a few days for the Wensum Trust Finance office to check the bank statement (which is why we say to give yourself at least 2 weeks), once they have done this, we can update the Scopay account with the amount you have paid.
- Now you are ready to go on to Scopay to book your sessions.

Universal Credit Childcare can also be used by working families claiming Universal Credit with children under 17 years old. Up to 85% of eligible childcare costs can be reclaimed. Parents will need to speak to their work coach for more information.

Find out more information from the [Childcare Choices website](#) or scan the QR code.



If you do use this route we think that you require an invoice, please let us know and we can supply you with an invoice to provide to Universal Credit.

If you have any queries please do not hesitate to contact us.

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FOR CHILDREN, FAMILIES AND COMMUNITIES