

14 January 2026

Dear Parents and Carers,

Re: Etonbury Extra and Breakfast Club – Payments and Bookings

As part of our transition from ParentMail to MCAS, we are writing to inform you that all bookings for **Breakfast Club and Etonbury Extra** will now be made via MCAS.

Parents and carers can book sessions using the **Wraparound Care** option within MCAS. This system is now live, and **all sessions taking place from Monday 19th January onwards, must be booked through MCAS at least 24 hours in advance.**

We are able to accommodate emergency, same-day sessions for **Etonbury Extra only**. These requests should be made via email to **fnorman@bestacademies.org.uk**.

Any outstanding balance from **Autumn 2** sessions will be added to your MCAS account as a separate payment item. In addition, sessions already attended between **6 January and 16 January** will be added to MCAS early next week for payment.

If you require support with bookings, please refer to the step-by-step guide available here:
<https://docs.bromcom.com/knowledge-base/how-to-book-clubs-trips-and-wraparound-care-in-mcas/#wrap-around-care>

Childcare Vouchers

The way childcare vouchers are used will change slightly. To pay using childcare vouchers, please follow the steps below:

1. **Fund your account**
Ask your childcare voucher provider to send funds directly to the school, as you have done previously.
2. **Request credit**
Email evidence of this payment to **Miss Bowles (abowles@bestacademies.org.uk)**. She will then load the voucher payment onto your MCAS account, where it will appear as a running balance.
3. **Access Wraparound Care**
Log into the MCAS Parent App or Portal, go to the *My Child* dashboard, and select *Wraparound Care*.
4. **Select sessions**
Choose the sessions you require and add them to your basket.
5. **Checkout**
Proceed to the shopping basket and checkout as normal.
6. **Choose payment method**
Select the option to use your existing balance (e.g. *Dinner Money* or *Club Transfer*) rather than paying by card.

If you experience any difficulties or are unable to book your desired sessions, please email **Miss Bowles (abowles@bestacademies.org.uk)**, who will be happy to assist.

Thank you for your cooperation as we continue our transition to MCAS.

Kind regards,

Mr Kirkman
Assistant Principal

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