



13 March 2023

Dear Parents/ Carers

Tax-Free Childcare Payments and Childcare Vouchers

Following the school's trial held this term into acceptance of payments made by tax-free childcare and childcare vouchers, the trial will be extended into the summer term. Payments made for both Little Eagles and the school's Before and After School Club (BASC) will continue to be accepted via these schemes.

If you have already been using these schemes during this current term to make payments for BASC then you will now need to inform the school office of all the sessions that you wish your child to attend during next term – (18th April – 26th May). Please do this by sending an email with details to enquiries@eagle.lincs.sch.uk before 24th March. Invoices for BASC and Little Eagles will be issued w/c 27th March.

If you have not previously made payments to the school using tax-free childcare and would now like to do so then information on claiming tax-free childcare can be found at www.childcarechoices.gov.uk including how to check your eligibility and how to sign up for an online childcare account for your child. When registered, you will be able to select the school as your childcare provider. HMRC uses a reference system which includes a child's first name, the first three letters of their surname and a unique reference number. So that payments can be recognised for your child **you must inform the school office of your identifying reference and also the amount paid the first time that you use the scheme.** Please do this by sending an email with details to enquiries@eagle.lincs.sch.uk. This information is only required for the first payment as all future payments with the same reference will be recognised by the system.

If you have not previously made payments to the school using childcare vouchers then please let the school office know which voucher provider you use by sending an email with details to enquiries@eagle.lincs.sch.uk and we will let you know if we are already registered with the provider. If the school is not already registered we will then sign up to their scheme. This process will need to be completed before voucher payments can be accepted so please ensure that information is sent as soon as possible.

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