



THE PEGASUS ACADEMY TRUST



Executive Principals:
Mr M J Roberts & Ms L D Sampson
Headteacher: Mr R Veale

Dear Parents/Carers,

New payment system – Magic Booking

Starting from **Monday 5th June** at Atwood Primary School will be switching to a new method of payment for After School Club childcare, school trips and school lunches. Unfortunately, the service we use for school dinners has not been working correctly and we have been left with no choice but to use Magic Booking going forward.

We will be setting up a '**ATW TEST**' booking on **Magic Booking** for parents/carers to check that their accounts are working which will be available from **Wednesday 24th May**.

We are expecting some issues with accounts but they will be resolved by contacting Suzanne Christopher by email schristopher@pegasusacademytrust.org or coming into the school office.

To access **Magic Booking** please use this web address –
<https://pegasusacademy.magicbooking.co.uk>

Parents will need to use their email that was given to the school by parents/carers as their 'Log In' – 'Email' and then click on '**Forgot your password?**', for a link to be sent to your email account.

When you first access **Magic Booking** account close the pop up menu that appears regarding missing data by clicking on the 'x' on the right hand side of the pop up, then please check account details are correct.

1. Go to the main menu and click/tap on 'ACCOUNT' and go to 'Preferences & T&Cs' - 'Edit account details'.
2. Go to 'CHILDREN' - 'Consents' and then 'Edit consents'.

Once these two sections are complete go back to the '**HOME**' page and then parents/carers should see '**BOOK AN ACTIVITY**' and see '**ATW TEST**'.

It is vital that parents/carers complete this as soon as possible so that we can assist in correcting any accounts that may not be working.

Parents/carers will also be able to make someone else an additional account holder on the main account which is found on the main menu '**ACCOUNT**' - 'Additional Account Holder' or parents/carers that do not live in the same household and want their own individual accounts can register for a completely separate account through contacting Suzanne Christopher.

Magic Booking accounts are created by our school information system (SIMs) - information that has been provided by the parent/carers to the school office and then manually uploaded. Therefore, if emails/details are incorrect on your Magic Booking account it will be because of human error on our school system, so please be patient with us and support us in this transition as we want to ensure we support our families in every way possible.

If you have any enquiries or concerns, please email **Suzanne Christopher** the **Extended Services Leader** at the Pegasus Academy Trust: schristopher@pegasusacademytrust.org

Yours faithfully,

Suzanne Christopher

Extended Services Leader
Pegasus Academy Trust
020 8916 0520