



## The Academy of Woodlands

Woodlands Road, Gillingham

Kent ME7 2DU

Tel: 0300 065 8200

[www.theacademyofwoodlands.co.uk](http://www.theacademyofwoodlands.co.uk)

Head of School: Mrs C Brown  
Executive Headteacher: Mrs E Poad

Dear Parents/Guardians,

### **Important information for users of Wasps who pay Via childcare vouchers or Tax-free scheme.**

As some of you will be aware The Academy of Woodlands began using Parent Pay on 1/10/24. This will affect the way that you book for WASPs breakfast and afterschool club, as we will no longer be using School Activity for these services.

All Bookings will now be made via ParentPay. You will only be able to book for Wasps if you have sufficient funds on your ParentPay account.

If you pay via childcare vouchers or Tax-free scheme, this will firstly need to be paid to the school bank account and the finance team will then top up your account when the funds are received.

When you have the credit on your account you will then be able to book for Wasps. Wasps needs to be fully paid before attendance. There will now not be an option to book offline and pay at a later date.

We appreciate that there will be an interim period where some accounts will show without credit as our finance team upload this information. During this time, you will still be able to make bookings for WASPs/Breakfast Club by contacting: [AOWArtsSports@aow.uk.com](mailto:AOWArtsSports@aow.uk.com) with your required dates and times.

Please note that if you pay via vouchers or tax free scheme, the **reference number** for the child will need to be emailed to finance at [ritfinance@r-i-t.org](mailto:ritfinance@r-i-t.org) so we can reconcile your payment and top up your ParentPay account in a timely manner.

Many thanks for your continued support,  
Woodlands

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Mrs Brown'.

*Mrs Brown*  
*Head of School*  
*The Academy of Woodlands*

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