

Using Tax – Free Childcare Comberton Primary School



You can use **Tax-Free Childcare** to pay for our Breakfast Club and After School Care Club.

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1. How the Tax Free Childcare scheme works

- **20% Government Top-Up:** You deposit 80% of your childcare cost, and the government adds the remaining 20%. For every £8 you pay into your online account, the government adds £2, up to a maximum of £2,000 per child each year (or £4,000 if your child is disabled).
- **Quarterly Limit:** The government top-up is capped at £500 every 3 months per child.
- **Eligibility:** Both parents must be working (or you must be a lone working parent), earning at least the National Minimum Wage for 16 hours a week, and under £100,000 adjusted net income per year.

2. How Tax Free Childcare the payments work / Sending funds

Set Up Your Account: Open or sign in to your digital account via the [Tax-Free Childcare GOV.UK portal](https://www.gov.uk/tax-free-childcare).
<https://www.gov.uk/tax-free-childcare>

Already have an account, go to:
<https://www.gov.uk/tax-free-childcare/confirm-details>

Add the Provider: Log into your Tax-Free Childcare account and search for the school using its name, postcode, or unique reference number (URN).

Comberton Primary Reference Number if required is: 135047

Deposit and Transfer: Pay your portion into the account (via bank transfer, standing order, or direct debit), wait for the government top-up to land, and make the payment directly to the club.

3. Send the Funds via GOV.UK

Log into your [Tax-Free Childcare account on GOV.UK](https://www.gov.uk/tax-free-childcare).

Search for your school and send the required payment amount.

Note your reference number: Every child has a unique Tax-Free Childcare reference code (usually made up of your child's initials, their date of birth, and "TFC").

This reference number will need to be given directly to the school following a payment.

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4. Notify the School Office

Notify Comberton that you are using Tax Free Childcare and let the school know what dates these payments are for.

Take a screenshot or download the payment confirmation receipt from GOV.UK.

Email this receipt to the school office alongside your child's full name and class. Payments can take up to 3 working days to clear.

You can complete a booking form or email this information to: office@comberton.worcs.sch.uk

Comberton will then book your child(ren) onto the sessions requested once we have received and verified your payment.

5. If Booking a Full Term / Half Term

Pay in Advance: Calculate the total cost for the entire term and transfer that lump sum from your Tax-Free Childcare account.

Buffer Time: Do this at least **one week before** the term starts.

Top-Up Cap: Remember that the government 20% top-up is capped at £500 every 3 months. If your termly bill is higher than £2,000, you will need to phase your payments across different quarters.

6. If Booking One-Off Sessions

Try to Avoid Session-by-Session Payments: Do not make a separate Tax-Free Childcare transfer for every single individual session. The 3-day clearing delay and the school's manual admin work mean individual payments will not clear fast enough for last-minute bookings.

Ad-Hoc Booking: You can pay ad-hoc bookings via the Arbor App if required, please contact the school office for availability. All payments must be added to your balance for the next term.

7. Cancellation of Sessions

Credit will only be given if your child is absent due to sickness or a 48-hour cancellation notice. If you decide to not send your child to after school care with less than 48 hours' notice, we will not be able to give credit.

For more information please go to: <https://www.combertonprimary.com/topic/care-clubs>