

Thursday, September 4, 2025

Dear Parents/Carers,

Using Tax Free Childcare

If you are eligible to apply for tax free childcare, this can be used to pay for Wraparound Care on your Arbor account, that is for Breakfast Club and After School Club: SHORT/FULL/LATE. It cannot be used for teacher led clubs or trips etc.

Full details of the scheme are on the government website <https://www.gov.uk/tax-free-childcare>.

We have an account registered with them which you can use to send a payment through for adding into your Arbor account.

Tax-Free Childcare:
Childcare Provider Account 50115280057
Hamstel Infant School & Nursery
SS2 4PQ

When sending a payment you must email the school office office@his.porticoacademytrust.co.uk on the day of the transaction with the following information:

- Unique child reference - The reference is the first initial of the child's first name and the first three letters of their surname, followed by 5 numbers and then TFC. For example, the reference for John Smith would be JSMI78465TFC.
- Child Surname
- Child Forename
- Expected payment amount
- Date payment requested

This will go into a centrally held bank account and will be dealt with as soon as possible following receipt. Please ensure the information you provide us is accurate otherwise we will not be able to match the payment to your request.

We will email you to confirm when the funds have been received and added to your Arbor account.

The funds must be added to your Arbor account before they can be used to pay for the wraparound care. There is no credit facility and payment items must not go into arrears.

If you have any further questions please contact the school office.

Kind regards,

Hamstel Infant School & Nursery



01702 468461 office@his.porticoacademytrust.co.uk



www.hamstelinfants.co.uk



Hamstel Road,
Southend-on-Sea,
Essex,