

### Tax-Free Childcare Scheme

To use the government’s tax-free childcare scheme to help pay for Standlake Superstars, follow the steps outlined below. *If you are a parent who wants to use an alternative childcare voucher scheme through a different company e.g. Edenred, that you set up before 2018, please contact the school office directly.*

**Step 1:** Set up a tax-free childcare account on the government website.

<https://www.gov.uk/tax-free-childcare>. You will need this information:

The schools DfE Number:	The schools URN:	The schools Bank Account Details:
931/3127	140983	<b>Name:</b> Standlake Direct Credit Account <b>Account Number:</b> 70767768 <b>Sort Code:</b> 30-99-78

**Step 2:** Transfer money to this new tax-free childcare account from your usual bank account. The government will top this up within 24 hours - it won't be immediate. You need money in this account before you can proceed.

**Step 3:** Log in to your account new account

**Step 4:** Click on 'Manage Account'

**Step 5:** Scroll down to 'Add Childcare Provider'

**Step 6:** Search for 'Standlake Primary School OX29 7SQ'

**Step 7:** Click on 'Set up New Payment'

**Step 8:** Put in the amount you wish to pay. You are given the option of making this payment monthly, weekly or as a one-off. Put in the date you wish it to be paid. click 'Pay' *Note: This sends the money to our school bank account. Unfortunately, we do not get an automatic notification that you have done this, so you must do Step 9...*

**Step 9:** Email the School Office and tell us how much you have put into your account.

We will then check that we have received your money and credit you ParentMail account. This will mean that when you book our Standlake Superstars provision and click the final step of 'Pay', you will be using the money you have transferred to us, via your government childcare account.

**Please contact the school office if you have any questions or queries.**