

# Viking Academy Trust

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Chilton Primary School  
Chilton Lane  
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CT11 0LQ

Dear Parent/Carer,

## Help with Childcare Costs for Breakfast Club, After School Club and Viking Holiday Club

You can pay for wraparound care using Tax Free Childcare, Childcare Grant, Employee Childcare Vouchers, or Universal Credit.

### Tax Free Childcare ([gov.uk link](https://www.gov.uk))

- Get up to £500 every 3 months per child (max £2,000 a year).
- For children with disabilities: £1,000 every 3 months (max £4,000 a year).
- For every £8 you pay in, the government adds £2.
- You'll need to set up an online childcare account for each child.

### Childcare Grant (for parents in education) ([gov.uk link](https://www.gov.uk))

- Covers up to 85% of childcare costs (or a fixed maximum).
- Amount depends on household income and number of children.

### Employee Childcare Vouchers / Tax Benefit

- Some employers offer childcare vouchers which are tax and NI free up to a set value.
- Providers include: Pluxee, Edenred, Computershare, Care-4, Reward Gateway, Fideliti Ltd, Bravo Benefits, Gemelli Employee Benefits.

## How to Book and Pay

### If Using Tax Free Childcare or Employee Vouchers

1. Give your child's name, school and URN (ask finance team for URN).
  - Edenred users: ask finance team for your school's **P code** instead.
2. Pay into your voucher scheme → they transfer money to the Trust's bank account (linked by URN).
3. Once received, the finance team adds it to your child's Bromcom/MCAS account.
4. Because money often arrives after booking, ask the school office to book your sessions.
  - If regular payments are made and accounts cleared, the office can book a full term at once.
5. Please make at least monthly payments to avoid building debt.
6. If you have credit on your account, you can book yourself via the app.
7. After setting up, tell the finance team your child's details, school, provider and reference number so payments can be identified.

Please note: These schemes cannot be used for school dinners, only wraparound care.

## 'One Childhood, One Chance'



Chilton Primary School, Ramsgate Arts Primary School and Upton Junior School are operated by Viking Academy Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 09449979. The Registered Office is at Chilton Primary School, Chilton Lane, Ramsgate, Kent, CT11 0LQ. Viking Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### If Using Childcare Grant (CCG)

1. Ask the school office to book sessions (the app requires upfront payment, so you cannot book directly).
2. Tell the finance team: your child's name, school, and session dates.
3. Each week, the finance team submits an online claim form for your childcare costs. You will get a notification to approve.
4. Payments are made to the Trust and then allocated to your Bromcom/MCAS account.
5. At the start of each term, you'll be reminded to pay the 15% contribution.

Please note: Childcare Grant cannot be used for school dinners, only wraparound care.

### If Using Universal Credit (UC) ([gov.uk link](https://www.gov.uk))

- Who can claim:
  - You must be on Universal Credit.
  - Responsible for a child under 16.
  - You (or your partner) must be working or have a job offer.
- UC reimburses up to 85% of childcare costs.
  - Max £1,031.88 for 1 child, £1,768.94 for 2+ children (per assessment period).

How it works:

1. Book and pay for wraparound upfront via the MCAS app.
2. Report costs in your UC account to be reimbursed the following period.
3. UC will ask for:
  - A letter confirming child's name, school and attendance.
  - Receipts each month. (Request both from the finance team, giving your child's details and dates needed.)
4. Reimbursement is paid directly to you.

Please note: Universal Credit cannot be used for school dinners, only wraparound care.

### Holiday Activities and Food Programme (HAF)

- HAF vouchers are not the same as the schemes above and cannot be used for Viking Holiday Club.
- Children eligible for Free School Meals (FSM) can access free activities in Christmas, Easter and Summer with other providers. [More info here.](#)

### Questions?

For queries, childcare voucher use, or UC receipts, please contact the finance team at:

[ar@vikingacademytrust.com](mailto:ar@vikingacademytrust.com)

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