

Dear Parents/Carers,

We have some exciting news to share with you!

From January we will be using a new booking and payment system for our CEPD school clubs and holiday camps. The new system we will be using is called **iPAL** and will be the preferred way in which parents and carers will book and pay for sessions for their children from January 2020 onwards.

This new way of booking and paying for activities will help you manage, book and pay for your child's sessions in one secure place. If your school funds these clubs, you will still need to register and book places via the system but it will show a nil payment. The system is very easy to use and will save you time. You will have full access to your account information and invoices (if relevant) via **iPAL** and be able to print invoices for tax credit letters plus much more.

I would urge all parents to register on **iPAL** so they have full access to the system and can continue to book and pay for their child/children's sessions. For clubs with a limited number of places, once the places have all been taken, it will show the club as being full, so it will still operate on a first come, first served basis. It is important that you remember your username and password so you can log into your account.

Information on how to register is available below or you can access an online tutorial at [www.ipal.education/parents-user-video](http://www.ipal.education/parents-user-video) to see how easy it is to book and manage your child's activities.

For additional support or booking/payment help, feel free to contact us on [Enquiry.cepd@gmail.com](mailto:Enquiry.cepd@gmail.com)

Kind regards,



Judith Gilmour

CEPD

## Register with iPAL in 4 easy steps

**Step 1.** Visit <https://cepdcheshire.schoolipal.co.uk>

**Step 2.** Select parent login in the top right-hand corner

**Step 3.** Complete the new parent registration form and click register, at this point you will receive a confirmation email, please note this email may go in to your junk folder, please mark it as safe.

**Step 4.** Once you have completed your registration you will then need to add your child/children

Please note: If you already have an **iPAL** account through another school/company, you do not need to fully re-register; simply log into <https://cepdcheshire.schoolipal.co.uk> and use your existing log in details, you will however need to add your children's information again as some of our questions may differ from other schools/companies

For more information and to watch the tutorial video to guide you through the registration process and learn how to book, pay and manage activity clubs visit [www.ipal.education/parents-user-video](http://www.ipal.education/parents-user-video), there are also helpful tips on the booking site.