



22nd September 2026

Dear Families,

Nursery bookings

We're writing to let you know about how bookings and payments will work at the nursery, starting from 1st October 2026.

The new booking and payment system is called iPal. From now on, all children will need to be booked in through this system – this applies to everyone, including children who:

- Use a 15 or 30 hour funded childcare code
- Pay using Tax-Free Childcare vouchers

Even if your child's fees are fully or partly covered by funding or vouchers, we still need their sessions booked through the new system so we can manage attendance and payments accurately.

September is free

As we get the new system set up, September 2026 is free of charge for all families. There is nothing to pay for this month.

When it starts

- The new system goes live on 1st October 2026
- Your first payment will be taken/due on 1st October 2026
- **Please make sure you have signed up by Monday 28th September.**

How to register on iPal

Step 1: Sign up

Go to: belmoreprimary.ipalbookings.com

Step 2: Click Register

You'll need an email address. Your password must be at least 8 characters and include:

- 1 capital letter
- 1 number
- 1 lowercase letter
- 1 special character



You'll receive a code by email to verify your address.

Step 3: Add your children

If you logged out during registration, or need to register additional children, go to Profile > Add Children (on mobile, this is under the menu icon). Children must be added here before you complete the pre-school registration to book sessions.

When adding your child, under "School Information" you'll need to select either:

- Nursery, or
- Pre-school

and then need to choose a session type:

- AM – mornings only
- PM – afternoons only
- All Day – for all-day attendance or a mix of mornings and afternoons

Step 4: Register for sessions and book

Next, go to Pre-school Registration from the menu (not the "Book Now" button – nursery sessions cannot be booked this way) and set the start date to 1/10/26.

If your child accesses funded hours:

- 15 hours – no code needed
- 30 hours or 2-year-old funding – you will be asked to enter your funding code
- 30 hours specifically – please add 15 hours under Universal Hours and 15 hours under Extended Hours

Once registered, please book the sessions your child currently attends with us. To help, Ms Manelska will be giving you a slip with your sessions on it.

Once you have completed the registration, this will be approved by school and you will be able to log in and see your bookings and invoices. If you have any questions about registering, booking, or how funding/vouchers apply, please don't hesitate to speak to the front office.

Kind regards,

Rose Taunt

Head Teacher