



3rd October 2025

Dear Parent/Carer

Tax Free Childcare

We are delighted to inform you that we are now set up to accept the Government tax free childcare vouchers for our After School Childcare Provision, Giraffe Club. Tax Free Childcare is a service provided by the government. For every £8 you pay in, the government will pay in £2 to use to pay for your childcare. It cannot be used for other payment items in school such as lunches and trips.

To check your eligibility and apply for a tax-free childcare account please register on the government website <https://www.gov.uk/tax-free-childcare> and follow the attached instructions.

When the account is set up you just need to pay money in, the easiest way to do this is by making a payment by bank transfer or debit card.

- You can will see your child's name and the account balance (image below) and will be given a payment reference for your child/ children.

Your Tax-Free Childcare accounts

Child's name	Balance		
		Manage account	View transactions
		Manage account	View transactions

- You then add the school as a childcare provider (image overleaf). Please contact the office if you require the OFSTED number.

www.stmichaelscofeprimary.co.uk
stmichaelsceprimaryschool@wolverhampton.gov.uk



Search for a childcare provider

You can search for your childcare provider using:

- Provider name
- Town
- Postcode, entered with no spaces
- Regulator's reference, for example Ofsted number, entered alongside the provider's postcode, with a space between each piece of information (but no space within the postcode itself)

▶ [Can't find your childcare provider?](#)

Search

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- To make a payment to the school, you need to choose Manage Account

Your Tax-Free Childcare accounts

Child's name	Balance		
		Manage account	View transactions
		Manage account	View transactions

- Then choose Set Up New Payment

Childcare providers	Payment amount	Frequency	Manage payments
			Remove
			Set up new payment

- Enter your payment amount and the day you would like to pay the school (image overleaf).

Payment amount

£

- Monthly
- Weekly
- One-off

First payment date

For example, 01 11 2025

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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- Please advise the school that you have made the payment, amount paid and the payment reference.

If you require any further help or assistance, please contact the school office who will be happy to assist you.

Yours sincerely,

H-M Navratil

Mrs H-M Navratil
Vice Principal

