

Addendum to Breakfast Club Policy

Using Tax-Free Childcare for Breakfast Club (from September 2026)

From September 2026, parents will be able to pay for breakfast club using the Government's Tax-Free Childcare scheme. This can help reduce the overall cost of childcare.

For every £8 you pay into your childcare account, the Government will add £2.

How to set up and use the scheme

If you would like to use Tax-Free Childcare, please follow the steps below:

- Set up your Tax-Free Childcare account online using the link below
- Continue to book sessions via School Gateway as usual
- Once your account is set up, please do not make payments via School Gateway
- Instead, make payments through your Tax-Free Childcare account
- When making a payment, you will receive a unique reference code for each child
- Email the school office confirming:
 - your child's reference code
 - amount paid
 - date of payment
- The school will liaise with Gateshead Council to verify the payment
- Once confirmed, the payment will be credited to your child's School Gateway account

Example reference codes

- Penny Cook: **PCO74511TFC**
- Charlie Cook: **CCO74612TFC**

Important information

- Please ensure payments are made regularly to keep your account in credit
- If payments are not kept up to date, any outstanding balance will need to be paid in full (via cash or cheque, payable to Portobello Primary School)

- Using this scheme will not affect your child's place at breakfast club, provided bookings and payments are kept up to date

Childcare provider details

Portobello Primary School

Postcode: DH3 2LY

Further information

You can find out more and set up your account here:

[Tax-Free Childcare – GOV.UK](#)

Tax-Free Childcare can help with the cost of childcare. You will need to open an account, which both you and the Government pay into. You can then use this money to pay your childcare provider.

Eligible families can receive up to £500 every 3 months per child (up to £2,000 per year), or up to £1,000 every 3 months if your child is disabled.

Thank you

Portobello Primary School