



Tax-Free Childcare for Breakfast Club from September 2026

Reduce the cost of your child's Breakfast Club place with Tax-Free Childcare.

From **September 2026**, parents and carers will be able to use the Government's **Tax-Free Childcare scheme** to pay for Breakfast Club at **Portobello Primary School**.

For every **£8** you pay into your Tax-Free Childcare account, the Government will add **£2**, helping to lower your childcare costs.

How to Set Up and Use Tax-Free Childcare

Step 1 - Create your Tax-Free Childcare account Visit: <https://www.gov.uk/tax-free-childcare>

Step 2 - Make your payment When you make a payment through your Tax-Free Childcare account, you will be provided with a **reference code** for your child.

For example:

- Penny Cook: **PCO74511TFC**
- Charlie Cook: **CCO74612TFC**
- Each child will have their own unique reference code. This code will remain the same throughout.

Step 3 - Email the school office After making a payment, please email the school office with:

- Your child's name
- The reference code provided
- The amount paid
- The date the payment was made

Step 4 - Book Breakfast Club as normal Continue to book your child's Breakfast Club sessions through **School Gateway**.

Step 5 - Payment verification we will forward this information to the **Gateshead Council Exchequer Team**, who will verify receipt of the payment.

Step 6 - Stop making payments through School Gateway Once your Tax-Free Childcare account is active, all future Breakfast Club payments should be made through your childcare

Step 7 - Credit added to your account Once confirmed, the payment will be credited to your child's Breakfast Club account on **School Gateway via the school office**.

Important

Please ensure payments are made regularly to maintain sufficient credit on your account. **Each time you make a voucher payment you must email the school office with confirmation as per Step 3.**

If payments are not kept up to date, any outstanding balance will need to be paid directly to the school by **cash or cheque**, payable to **Portobello Primary School**.

Our Childcare Provider Details

Portobello Primary School

Postcode: DH3 2LY

About Tax-Free Childcare

Tax-Free Childcare can help eligible families with childcare costs.

- For every **£8** you pay in, the Government adds **£2**.
- You can receive up to **£500 every 3 months per child** (up to **£2,000 per year**).
- For disabled children, this increases to **£1,000 every 3 months** (up to **£4,000 per year**).
- Children must usually be aged **11 or under** (or **16 or under if disabled**).
- Parents or carers will normally need to be working or returning to work.

For more information and to apply, visit: <https://www.gov.uk/tax-free-childcare>

Thank you for your continued support.

Portobello Primary School

