

Dear Customer

We are now ready to launch our new SchoolHire booking facility and as existing customers of the school you are being given advance notice so that you can ensure that your regular bookings are made from 5 February 2018. We are only able to hold your slot until 24 January 2018, so please ensure you have booked your slots by this date otherwise they will become available to other customers.

Please use the following link to book: <https://nunthorpe.schoolhire.co.uk/>

On your first visit, you will need to create a free user account and then make your booking request.

When you make the booking request, you will see the standard charge for the facility that you are trying to hire. When you make your booking request you will need to put in credit card or debit card details. This card will only be charged once we confirm your booking.

If there are any discounts to be applied, your card will be charged with the applicable discount applied. You will then receive a receipt of the booking confirmation via email.

Any changes to your booking must then be made through the SchoolHire booking site.

SchoolHire have created a screencast to assist you with the booking process, which can be found here: <http://screencast-o-matic.com/u/1f80/makingabooking>

We are confident that once you have familiarised yourself with new system, you will find it easy to use and it will enhance your experience in terms of renting our facilities.

Kind regards,

**Karen Deen**

Extended Academy and Transition Manager