



HOW TO SET UP AN ACCOUNT FOR TAX FREE CHILDCARE PAYMENTS

To set up your account, you can find our School details by searching online using the following link [Tax-Free Childcare - GOV.UK](#)

You will need the following information:

1. name – Manor Drive Primary Academy
2. address – Porter Avenue, Peterborough
3. postcode – PE4 7EP
4. regulator reference – 50098345222

When your account is set up you can make a payment into the School Bank Account (Four C's MAT bank account NOT to Manor Drive Academy). It will take at least 3 -5 working days to be credited into the account, Your payment will then be transferred onto your MCAS account. As this is carried out weekly, you may need to allow up to two weeks for the payment to be available to spend on the sessions you need.

Tax free childcare funds can be used for Nursery charges and Hornbeams Out of School Club sessions, which you can book directly using your MCAS app.

If you have any queries or problems with your account, please contact the office team.

office@manordriveprimary.org.uk

Tel : 01733 598001