



Pay with Tax-Free Childcare Procedure

Use your Tax-Free Childcare (TFC) account to pay for Gala Academy courses.

How it works:

Paying by Tax-Free Childcare has 2 steps:

1. Send your payment from your GOV.UK Childcare Account to Gala Academy
2. Complete Gala Academy registration

Quick overview

Before you start, please make sure you have:

- a valid GOV.UK Childcare Account
- the correct course fee amount from the Gala Academy's website
- enough funds in your childcare account
- your child's details

Step 1: Send your payment from your GOV.UK Childcare Account to Gala Academy

1. Check the course fee on the Gala Academy website www.gala-academy.co.uk
2. Sign in to your GOV.UK Childcare Account at <https://www.gov.uk/sign-in-childcare-account>

Sign in to your childcare account

Sign in to your account to continue to get Tax-Free Childcare or Free Childcare for Working Parents.

You must sign in and confirm your details are up to date every 3 months.

There's a different way to sign in to your account [if you're a childcare provider](#).

If you get Tax-Free Childcare, you can also use your account to:

- pay money in
- pay your childcare provider
- apply for an additional child

If you get Free Childcare for Working Parents, you can:

- get an 11-digit code to give to your childcare provider
- apply for an additional child

This service is also available [in Welsh \(Cymraeg\)](#).

Sign in to your account

You'll need your user ID and password to sign in.

Sign in >

3. Make sure you have enough funds available.
4. Search for Gala Academy using the provider details below

Provider details

Gala Academy – St Johns

Setting Registration Number: 2895496

Address: St Johns School, Potter Street Hill, Pinner, HA5 3ZF

5. Enter the payment amount and confirm payment.
6. **Important** - Record the payment reference



7. Emailing us after paying

Once you have made payment email us at contactus@gala-academy.co.uk with the following information

- your payment reference number that you have just received
- your child's unique reference number
- your child's full name as registered

Why this matters

We use this information to match your payment quickly and correctly.
To resolve misaligned payments, you will need to contact the Childcare services team

Payment times

Please allow 3–5 working days
Tax-Free Childcare payments usually take 3 to 5 working days to reach us.

8. Please **wait to receive the registration promo-code** before registering your booking



Step 2: Complete your Gala Academy registration

Once your payment has been received and confirmed, we will send you a registration promo-code so you can complete your online booking.

Important

*Please wait for payment confirmation and a **registration promo-code** from us.
You will **not be able** to complete registration without the **registration promo code**.*

How to register

1. Visit the Gala Academy website
2. Enter the academy
3. Select your chosen course
4. Click Book Now
5. At Booking form complete
 - a. Student's details,
 - b. Parents / Guardians details
 - c. Paying by Tax-Free Childcare – Select **Yes**

Are you paying using Tax-Free Childcare

Please select YES if you wish to pay using Tax-Free Childcare *

☒ YES

☐ NO

IMPORTANT NOTE: If you have not paid Gala Academy using Tax-Free Childcare before, please follow this procedure [Read me please.](#)

6. You will have received a **registration promo-code** from us by email, you must acknowledge this to proceed further

Have you received a registration promo-code from us? *

☒ YES

☐ NO

If you have answered NO, then you cannot proceed further. Please wait to receive the registration promo-code by email.

Enter your Tax-free Childcare reference number *

JDOE123456



This is the Tax-Free Childcare reference number that you were given by HMRC

Enter the payment reference number *

JDOE123456

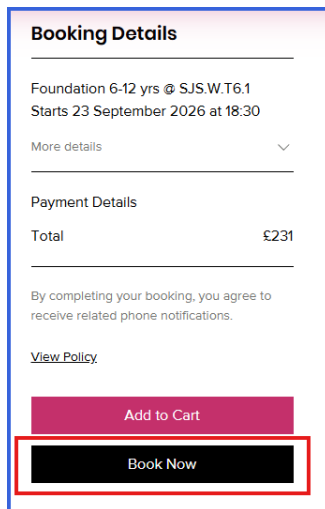


This is the reference number that you were given after you made the payment.

7. Make sure that your **unique Tax-Free childcare reference number** is entered as given to you by HMRC
8. Make sure that your **payment reference number** is entered when you made the payment to Gala Academy for the course.



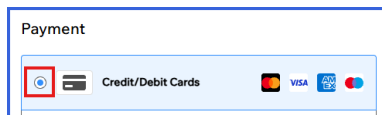
9. Click Book Now



The 'Booking Details' form contains the following information:

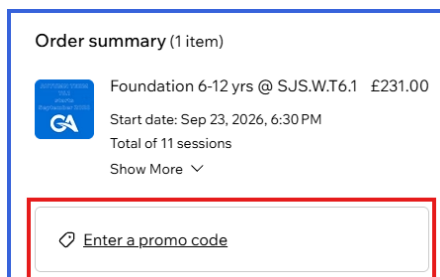
- Booking Details**
- Foundation 6-12 yrs @ SJS.W.T6.1
- Starts 23 September 2026 at 18:30
- More details (dropdown arrow)
- Payment Details**
- Total £231
- By completing your booking, you agree to receive related phone notifications.
- [View Policy](#)
- Add to Cart** (pink button)
- Book Now** (black button, highlighted with a red border)

10. Ensure that Credit/Debit Cards payment option is selected and enter your card details and address as required. **You will not be charged once you enter the registration promo code**



The 'Payment' form shows the 'Credit/Debit Cards' option selected with a radio button (highlighted with a red box). Other payment methods like Apple Pay, Google Pay, and PayPal are also visible.

11. Enter the promo code we have sent you



The 'Order summary' form displays the following details:

- Order summary (1 item)**
- GA logo
- Foundation 6-12 yrs @ SJS.W.T6.1 £231.00
- Start date: Sep 23, 2026, 6:30 PM
- Total of 11 sessions
- Show More (dropdown arrow)
- Enter a promo code** (text input field, highlighted with a red border)

12. Check that your **balance updates to £0.00**
13. Review your booking and click Pay for Order

If you have any queries, please contact us at E : contactus@gala-academy.co.uk or call T : +44 7888 873385



Other types of vouchers

Can I use Childcare Vouchers?

Yes — if you joined a Childcare Voucher or other employer-supported childcare scheme before 4 October 2018, you may still be able to use it.

Please email us at contactus@gala-academy.co.uk with your provider details and contact number and we'll guide you through the process.

A handwritten signature in blue ink, appearing to read 'Gina', written over the printed text.

Signed
For and behalf of
GALA ACADEMY
Dated: 1 July 2026
Review Date: 31 December 2027

END DOCUMENT