



Middlewich Primary School
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Headteacher Mrs G Reynolds



Monday 11th December 2023

Dear Parents/Carers,

Online booking for Sunrise and Sunset Squad – Now Live!

We are excited to inform you that our new online booking system for Sunrise and Sunset Squad is now live and ready for use. Below are the details for stage two – making a booking.

Stage Two – Making a Booking

To secure your child's place, please follow these steps:

1) **Log in to your account using <https://middlewich-primary.hivelink.co.uk/>**

If you have already created a Hivelink account during stage one, log in using your established credentials. For a step-by-step guide on the account creation process, please refer to the attached user guide.

2) **Make a booking**

Once logged in, you will find the booking options available for Sunrise and Sunset Squad. Follow the prompts to select your preferred dates and times. Detailed guidance on making a booking is provided in the attached user guide.

Please note that the only way to book Sunrise and Sunset Squad sessions is through your Hivelink account; bookings cannot be facilitated over the phone or via email.

Should you encounter any challenges or have any questions during the booking process, please do not hesitate to contact the school office. We are here to assist you.

Thank you for choosing Sunrise and Sunset Squad.

Yours sincerely,

Mrs. G. Reynolds
Headteacher