

How to Book Breakfast and After School Club on Arbor

Sessions can be booked up to 24 hours before the session starts

Please note this is to book sessions, if you need to cancel or amend or book on the day sessions please contact the School Office

1 Login to your child's Arbor Parent Portal

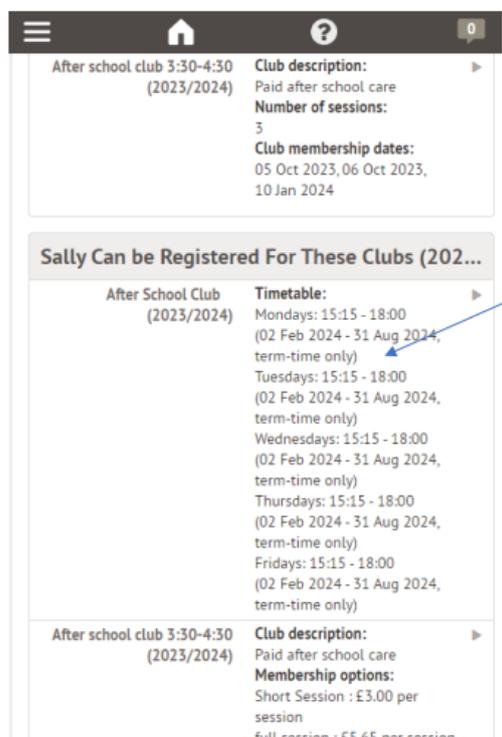
2



Go to the section called "Clubs"



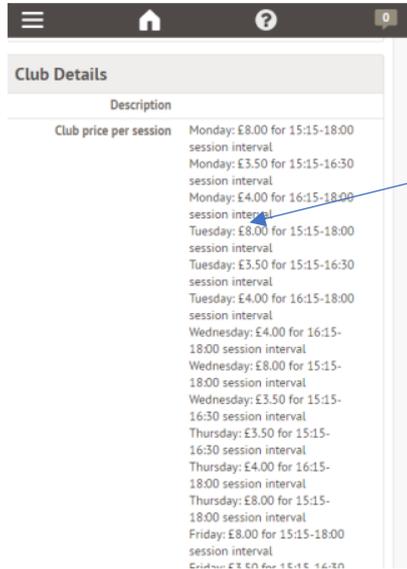
3 Go to the section "Can be registered for these clubs" this will list all the clubs that you can book your child onto.



Choose After School Club or Breakfast Club.

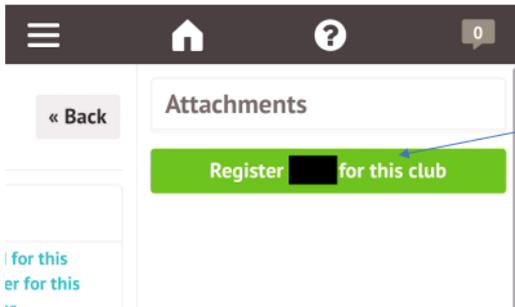
** Please note these examples are not actual children or actual sessions*

4



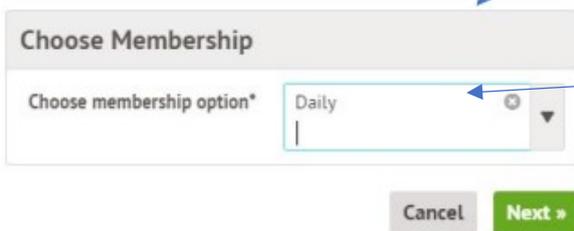
Once you select a Club, you will see more information about the club. Including the sessions available and prices per session.

5 You must press the “Register for Club” button



On the right-hand side, select the green button to register your child for the club.

6



You will then need to select the membership option which is “Day” and press next

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7

You will then need to select the days you wish your child to attend the club.

8

For each day, week or term you have selected, you will then need to select what session you want to book.

Please note: You can book multiple sessions if they are the same time for each session. E.g. (Every Monday is a half session; every Tuesday is a full session). If you would like to book each Monday but one Monday is half and one Monday is a full session you will need to make separate bookings. Otherwise the system will book your child in for the same session each week.

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9

You will then be presented with a final page to review your selection.

Review Sign-Up Details	
Number of sessions	4
Session interval	Monday: 15:15-18:00 session interval Tuesday: 15:15-16:30 session interval Wednesday: 16:15-18:00 session interval
Total price	£19.00

You will see the total price that you will need to pay for your selections

Select register to complete the booking.

10

Memberships for Sally	
Day	Dates:
	02 Feb 2024, 06 Feb 2024, 07 Feb 2024, 08 Feb 2024, 19 Feb 2024, 20 Feb 2024, 26 Feb 2024
	Total sessions: 7
	Sessions with meal: 0

The days you have selected have now been booked and are shown on the screen.

Please complete this process if you would like to book another club -e.g. Afterschool or Breakfast Club.

Please note: That if your child is already booked for a half after school club session and you would like to change it to a full session for the same day you would need to contact the School to amend.

E.g. 20 June 2024 Half After School Club session (20 June) booked would like to change to a Full After School Club session (20 June)

Please also be aware that you will see other clubs that your child attends on the app – e.g. Reading Club, Multi Sports Club etc.

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