

ARBOR BOOKINGS: EXTENDED SERVICES

All of our extended services are booked and paid via our one-stop online parent platform, **Arbor**. All sessions must be paid for ahead of booking. Booking for all sessions is on a first come, first served basis and we do have limited capacity at the clubs, so it is important you remember to book any sessions you need well in advance.

Ahead of your child starting with us in school, you will receive your login details for the Arbor Parent & Guardian Portal/App and once you have set this up, you will be able to book and pay for your required sessions. We require **all** regular bookings to be made ahead of each half term, for the entire half term. If preferred, you can also book for an entire term. If you need to cancel part way through a block booking, the 4 week cancellation policy above applies, and we will refund any sessions paid for beyond the 4 weeks.

You can also book ad-hoc sessions whenever you need them, providing there is space available. The booking window for all wraparound clubs closes **3 hours before the start of each session**. The numbers are final at this stage; we are not able to take any bookings after this time, other than in an emergency situation. Up until this time, you can make all bookings yourself; we are not able to make them for you in school.

To book/register and pay for your required sessions:

- Log onto your Arbor portal and on the menu, navigate to the 'Clubs' section where you will see both breakfast and after school club as an option.
- Payment is required **BEFORE** booking, so please top up your extended services account before making your bookings; you will see the 'top up' tab in green above the 'register for this club' tab, **the system will not allow you to book without credit on your account**.
- Once payment has been made you can click on the 'register for this club' tab and proceed with the booking.

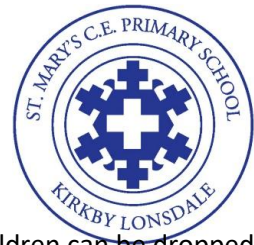
We have simplified the process as much as we are able, so if, for example your child attends breakfast or after school club every day, you can select the 'half term block' membership period as you book, which will automatically make the booking for the entire half term. If your child attends only on certain days, you will need to book individual dates; select all of the dates you need for the half term and click on 'next', and then select the sessions required for each weekday you are booking. For reference, the sessions available for you to book on Arbor are listed below with information about each club.

BREAKFAST CLUB

Available sessions:

07.45 - 08.45: breakfast club with breakfast (£4.50)

08.00 - 08.45 breakfast club no breakfast (£4.00) * ***please note this time is for booking purposes only to identify on the register whether breakfast is required - all children can arrive from 07.45 regardless of whether they require breakfast.***



Breakfast Club runs in the school hall from 7.45am – 8.45am each morning. Children can be dropped off with a member of staff who will remain with them throughout the morning. For children who arrive at school before 8am, breakfast can be provided for a small additional charge (see above). You can select to book the club with or without breakfast. We have a choice of cereals, yoghurt, toast, pancakes and fruit. Our Breakfast Club services pupils throughout the school from Nursery up to Year 6. Children can choose from a variety of indoor activities before they are taken to their classroom at the end of the session to join their classmates.

AFTER SCHOOL CLUB

Available sessions:

15.15-16.30 after school club (£5.00)
15.15 - 17.30 after school club (£10.00)

After School Club runs in the school hall until 5:30 each afternoon, however, please note there is no ASC session on the last day of each full term, i.e. Christmas, Easter & summer. We offer two session options; until 4:30 and until 5:30. You can choose your required session when making your booking on the system. Children who attend After School Club are usually found outside engaged in activities, unless the weather is really terrible and forces us inside. We run a variety of different activities including craft, science and baking, we work hard to ensure there is something to interest all of the children who attend. We provide a snack early on in the session, typically bagels or toast and fruit, and the children who stay later are offered a further small snack to keep energy levels up as it gets close to tea time. The children who attend on Fridays are treated to pizza! The cost of the snack is included in the session charge.

Childcare Vouchers

If you would like to pay for out of school clubs using childcare vouchers, this is fine, but payment must be made in advance **during the half term prior**, allowing time for us to receive the funds and allocate the top up to your account before the school closes for the holiday. This will then credit your extended services account allowing you to make your bookings. Please remember to email admin@stmarys-kl.cumbria.sch.uk each time you make a payment as we don't always get remittances and will need to look for your payment in order to credit your account.

For more detailed instructions on making bookings for our clubs, please copy and paste this guidance from Arbor into a browser: https://support.arbor-education.com/hc/en-us/articles/4407797520017-Signing-my-child-up-for-a-Breakfast-or-After-School-Club-on-the-Parent-Portal-or-Parent-App#h_01HEMPG64G8E1YGBPE3KT5FN1D.

