



STEPHENSON WAY ACADEMY AND NURSERY SCHOOL

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Help For Parents: How To Book (And Pay For) Breakfast Club and Teatime Club

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Dear Parents and Guardians

I am sending you these simplified instructions for booking breakfast club and teatime club. If, after following the instructions here, you still have any issues or questions please do not hesitate to contact the school office.

1	<p>Booking either Breakfast Club or Teatime Club is a <u>2-step process</u>.</p> <p>Step 1 = Deposit money into your school Arbor account and allocate it to the correct club. Step 2 = Book the breakfast/teatime club session(s).</p> <p>*Please note that the system will not let you book a session until there is sufficient money in the correct account (eg Tea Time Club).</p>
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2	<p>Step 1 = Depositing money into your school Arbor account. (If you know that you already have enough funds in your account, you can proceed straight to Step 2)</p> <ol style="list-style-type: none">1. Log on to your school Arbor account2. On the home page, under Activities, click 'Clubs'3. Then click Breakfast Club or Teatime Club.4. Click 'Top Up Account'.5. Type in the amount you wish to deposit, making sure that the amount covers the cost of whatever clubs you are wishing to book.6. The 'Narrative' box is for you to record a note to yourself (not the school). For example, if you type in 'Tea Time Club' it will show this on your bank statement.7. Then click 'Pay Now'.
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3	<p>Step 2 = Book the breakfast/teatime club session(s).</p> <ol style="list-style-type: none">1. On the home page, under Activities, click 'Clubs'2. Then click Breakfast Club or Teatime Club.3. Next click 'Register (your child's name) for this club.4. Then, under 'Choose Membership', choose either Daily or Weekly (pay for a week or pay for individual days).5. Then, under 'Select Membership Periods' click the days you wish to book (making sure there is enough funds in your account). Click 'Next'.6. Then select the time of the club (there will only be one option to select). Click 'Next'.7. You will then see a review of what you are about to book. If you are happy, click 'Register (your child's name) For Club. If you click 'Cancel' instead, you will have to start the process again.8. At this point, if there are insufficient funds in your account, an error message will pop up.
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Please note:

- Bookings must be made no later than 48 hours before the club is due to take place.

For Breakfast Club

- Children need to be booked into Breakfast Club and not 'just turn up'.
- Please can we remind parents that for **Breakfast Club** an adult must come to the hall door and handover the child to a member of school staff (This will usually be Mrs Shaw or Mrs Steele).
Children should not arrive at Breakfast Club unaccompanied by an adult.

If you have any questions about any of the information in this letter, please contact the school office and we'll be happy to help.

Many thanks

Mr Jones
Deputy Headteacher