

Raglan Primary School Wraparound Clubs

Signing my child up for Breakfast & After School Club on the Arbor Parent Portal (Desk top edition).

Follow the instructions below to register a child for a wraparound care club using the Parent Portal using a desk top device (computer or lap top).

In order to sign up for sessions you must make sure there are sufficient funds in your 'Top Up' Account or you will be unable to book. Children registered for Tax Free Childcare or Childcare Vouchers will be able to make their bookings without having 'topped up' but should release their funds immediately. When they reach the School Bank Account they will be added to your 'top up' account. **Please allow 10 working days for your funds to show on Arbor.**

Topping up your account if your balance is low

If your school requires you to top up funds before signing up, you won't be able to sign up and you'll get an error message.

Here's the message on the Parent Portal.

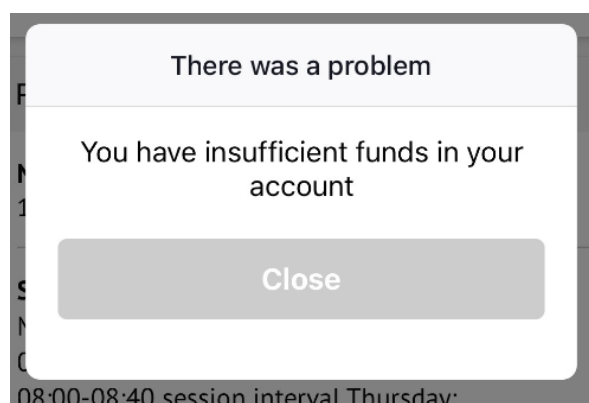


Please correct this error:

- You have insufficient funds on you account

OK

On the App, it will look like this.



You will need to return to the club page and click **Top up account**.

Register Zach for this club

Top up account

Breakfast Club (2023/2024)

Registration Information

Registration status
Zach is not registered for wraparound care club sessions yet. Click "Register for this club" button to register.

On the Parent App, you can add the amount [to your basket](#).

On the Parent Portal, you can choose to pay or add the amount [to your basket](#) to pay later.

Top Tip: Can't click the button? Follow this article: [I can't click the button to pay?](#)

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Top Up Account by Card

Top-Up Details

Customer account

Julia Chapman (Breakfast Club)

Bill payer*

Elliott Chapman

✕ ▼

Payment amount*

£ 20.00

▲ ▼

Narrative ⓘ

Cancel

Add to basket

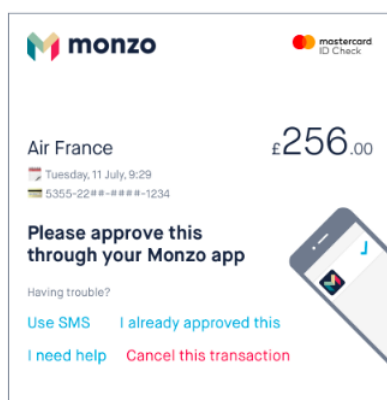
Pay now

When you pay, you may have to then authenticate your identity for the payment to go through. This is a requirement of the recently introduced [Strong Customer Authentication \(SCA\) regulations](#).

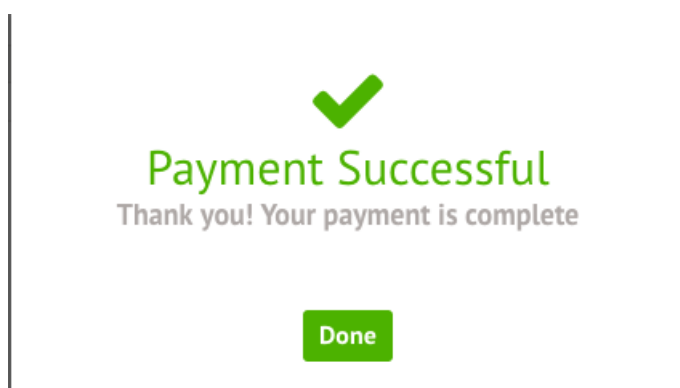
If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code,
- your mobile banking app
- another method

For example, here's what it may look like if you're using Monzo. (*Please note, we are not affiliated with Monzo, this is purely an example*)



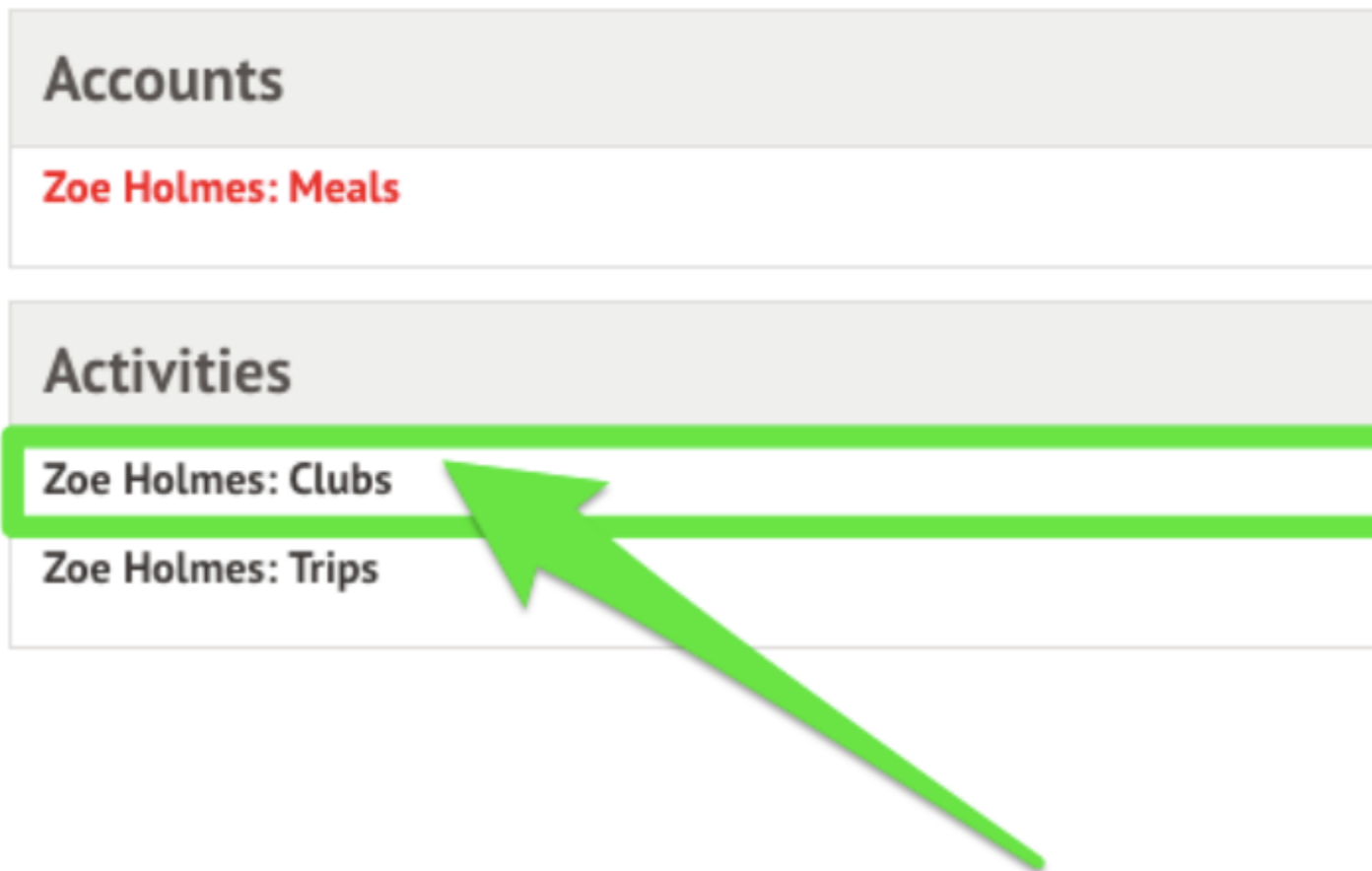
Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.



Follow the instructions below to register a child for a wraparound care club using the Parent Portal on a Desk Top device (Lap Top or Computer)

On the Parent Portal

From the main Parent Portal page, scroll down to the **Activities** section and click on the field with the child's name and **Clubs** in.



The **All Clubs** page will list any clubs the child is currently a member of and any clubs that are currently open for them to join. Click on the appropriate club from the **Clubs open to (Child's Name)** list to open up that club's information page.

Aaron Can be Registered For These Clubs

Bengeworth After School Club (2021/2022) **Timetable:**
 Mondays: 15:45 - 18:00 (07 Sep 2021 - 31 Aug 2022, term-time only)
 Tuesdays: 15:45 - 18:00 (07 Sep 2021 - 31 Aug 2022, term-time only)
 Wednesdays: 15:45 - 18:00 (07 Sep 2021 - 31 Aug 2022, term-time only)
 Thursdays: 15:45 - 18:00 (07 Sep 2021 - 31 Aug 2022, term-time only)
 Fridays: 15:45 - 18:00 (07 Sep 2021 - 31 Aug 2022, term-time only)

Example breakfast club (2021/2022) **Timetable:**
 Mondays: 07:00 - 09:00 (03 Jan 2022 - 31 Aug 2022, term-time only)
 Tuesdays: 07:00 - 09:00 (03 Jan 2022 - 31 Aug 2022, term-time only)
 Wednesdays: 07:00 - 09:00 (03 Jan 2022 - 31 Aug 2022, term-time only)
 Thursdays: 07:00 - 09:00 (03 Jan 2022 - 31 Aug 2022, term-time only)
 Fridays: 07:00 - 09:00 (03 Jan 2022 - 31 Aug 2022, term-time only)

The club information page will display membership and timetable information. Any existing membership into the club for the pupil will be displayed. To sign your child up for the club, click on **Register For This Club** in the top right-hand corner of the page.

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Example breakfast club (2021/2022)

Registration Information

Registration status Aaron is not registered for wraparound care club sessions yet. Click "Register for this club" button to register.

Total number of sessions Aaron is registered for 0

Total number of sessions Aaron attended 0

Current wraparound care club balance -£2.20

Total spent £0.00

Attachments

Register Aaron for this club

Top up account

In the slide over, choose the membership period to sign up for - this may be a day, a term or the whole academic year, depending on what your school has set up.

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Register Aaron for Club

Club Overview

Name	Example breakfast club
Club price per session	Monday: £0.00 for 07:00-09:00 session interval Monday: £0.00 for 08:00-09:00 session interval

Choose Membership

Choose membership option*

Daily breakfast club

[Cancel](#)[Next »](#)

Choose which membership periods to sign up to.

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Register Aaron for Club

Club Overview

Name	Example breakfast club
Selected membership option	Daily breakfast club (Sign-up cut-off: 24 hours before session starts)
Club price per session	Monday: £0.00 for 07:00-09:00 session interval Monday: £0.00 for 08:00-09:00 session interval

Select Membership Periods

Day*	Mon, 03 Jan 2022	Tue, 04 Jan 2022	
	Wed, 05 Jan 2022		

[Cancel](#)[Next »](#)

Then select which times to sign up to for the club.

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Register Julia for Club

Club Overview

Name	Example breakfast club
Selected membership periods	03 Jan 2022, 04 Jan 2022, 05 Jan 2022

Select Session Interval

Monday*	07:00 - 09:00	✕	▼
Wednesday*	08:00 - 09:00	✕	▼

[Cancel](#)[Next »](#)

Finally, confirm registration.

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Register Julia for Club

Membership information

Some of the memberships you have selected were unavailable due to cut-off time, maximum number of participants or price not being defined. Available memberships are presented below.

Club Overview

Name	Example breakfast club
Selected membership option	Daily breakfast club (Sign-up cut-off: 24 hours before session starts)
Club price per session	Monday: £4.20 for 07:00-09:00 session interval Monday: £2.10 for 08:00-09:00 session interval Wednesday: £4.00 for 07:00-09:00 session interval Wednesday: £2.00 for 08:00-09:00 session interval Wednesday: £4.00 for 09:00-10:00 session interval

Review Sign-Up Details

Number of sessions	2
Session interval	Monday: 07:00-09:00 session interval Wednesday: 08:00-09:00 session interval
Total price	£6.20

[Cancel](#)[Register Julia for club](#)

You will then be returned to the club's information page, where the new membership(s) will now be displayed.

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Example breakfast club (2021/2022)

Registration Information

Registration status	Congratulations, Aaron is registered for Example breakfast club (2021/2022)! Check the details below. Contact the school's office if you have any questions or requests.
Total number of sessions Aaron is registered for	1
Total number of sessions Aaron attended	0
Current wraparound care club balance	-£2.20
Total spent	£0.00

Aaron Memberships

Day	Dates: 03 Jan 2022 Student will have meal?: No Total sessions: 1
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You are now booked for your chosen sessions. In order to guarantee Regular Confirmed Sessions we recommend you book at least four weeks in advance. We cannot guarantee availability for sessions booked for any shorter time periods or Emergency Adhoc Sessions.

Emergency Adhoc Sessions can only be booked through the school office and are subject to availability and an enhanced fee.

An Emergency Adhoc booking is any booking made later than 11pm the day before.