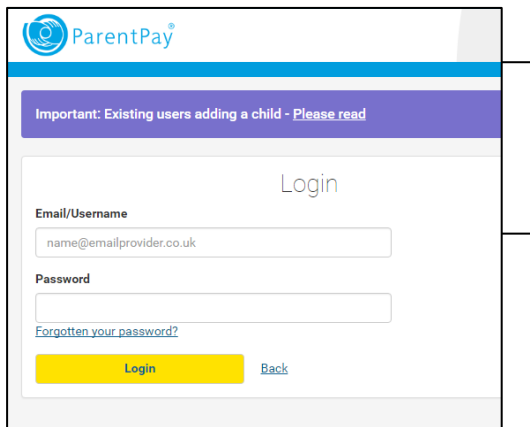
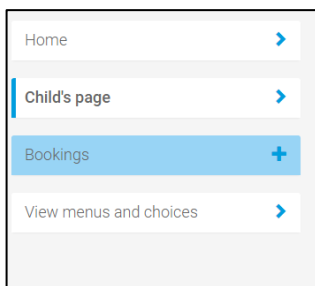


How to book your Breakfast Club Sessions



ParentPay logo at the top left. A purple banner reads "Important: Existing users adding a child - Please read". Below is a "Login" heading. There are two input fields: "Email/Username" with the placeholder "name@emailprovider.co.uk" and "Password". A link "Forgotten your password?" is below the password field. At the bottom are two buttons: a yellow "Login" button and a grey "Back" link.

Select the child you wish to book for



A vertical menu with five items: "Home" with a right arrow, "Child's page" with a right arrow, "Bookings" with a plus sign, "View menus and choices" with a right arrow, and a greyed-out "View menus and choices" at the bottom.

Select 'Bookings' from the left hand menu, then 'make or view bookings'

Booking Type

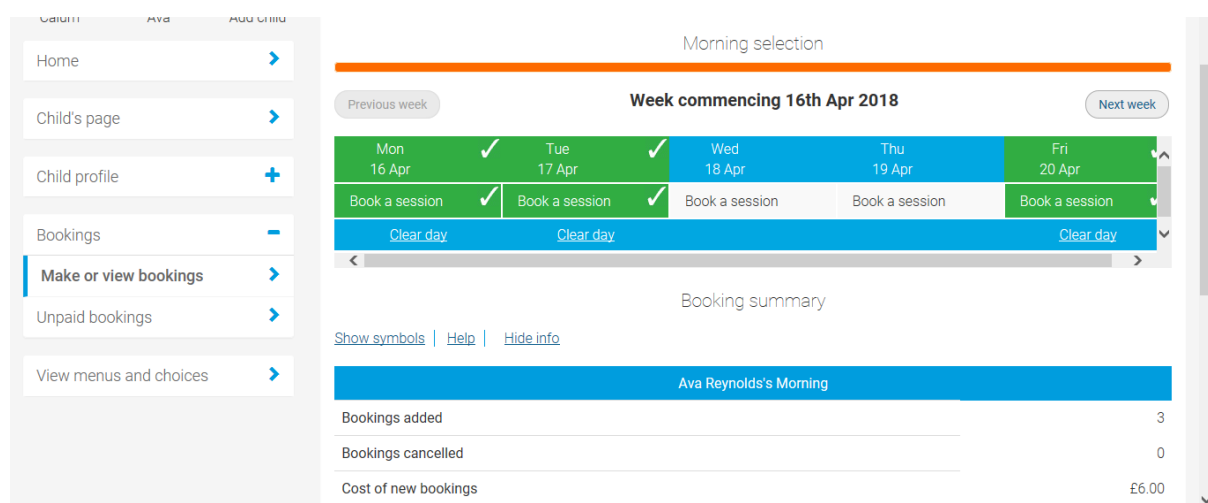
- **Breakfast = 7.30-8.30am (1st Child)**
- **Morning = 7.30-8.30am (each sibling thereafter)**

Select the session and week you require from the drop down menu, then select

[Make or view bookings](#)

From the next screen you can then choose the days you wish to book by clicking and turning them green.

Once you have finished selecting, scroll to the bottom of the screen and select 'confirm booking



The screenshot shows the "Morning selection" interface. At the top, it says "Morning selection". Below that is a navigation bar with "Previous week", "Week commencing 16th Apr 2018", and "Next week". The main area is a calendar grid for the week of 16th to 20th April. Each day has a status: Mon 16 Apr (green with checkmark), Tue 17 Apr (green with checkmark), Wed 18 Apr (blue), Thu 19 Apr (blue), and Fri 20 Apr (green with checkmark). Below each day is a "Book a session" button (green with checkmark) and a "Clear day" button (blue). Below the calendar is a "Booking summary" section with links for "Show symbols", "Help", and "Hide info". The summary table shows: "Ava Reynolds's Morning", "Bookings added: 3", "Bookings cancelled: 0", and "Cost of new bookings: £6.00".

We have a maximum number of places on offer each day and we are unable to exceed the maximum number to ensure we meet all health & safety requirements. Places are offered on a first come first served basis. For this reason, we must

insist that payment is made at the time of booking. The latest that a session can be booked and paid for is Wednesday of the week before the place is required.

We have now removed the option to just be able to turn up on the day, and all sessions for Breakfast Club must be pre-booked in advance.

Cancellations must be made at least 48 hours before the day the child is booked in for, by emailing clubs@ferndale.swindon.sch.uk. The full session fee will be charged if a child booked for the club does not arrive or where less than 48 hour notice is given. If your child is unwell and not in school on the day they are meant to attend After School Club, your account will be credited.

If you have any queries, please contact Rhea Reynolds in the school office or email reynoldsr@ferndale.swindon.sch.uk