



## NEW BOOKING PROCEDURES

20<sup>th</sup> March 2023

Dear Parents/Carers

We are writing to you to let you know that from 18<sup>th</sup> April 2023, (or immediately if you prefer), that we will be implementing a new booking procedure for your child's attendance at our Night Owls after school club.

We will no longer be able to deliver your child to the Night Owls club unless you have pre-booked a place via the Arbor App; this will need to be completed if you wish your child to attend after an extra-curricular club.

We will accept bookings via email or telephone confirmation on the day but **only** if you are unable to access the Arbor App.

If you have booked a place but your child **is not** going to attend, you will need to contact the office via the following email address [nightowls@gadevalley.herts.sch.uk](mailto:nightowls@gadevalley.herts.sch.uk) or alternatively call the office on 01442 391324 (**do not use the option 3 Night Owls to cancel a place, as this is not staffed until 3.15pm**).

Please see the 'how to' procedures on the next few pages.

If you have mislaid your Arbor login details, please email the office at [parents@gadevalley.herts.sch.uk](mailto:parents@gadevalley.herts.sch.uk) to receive a new link to enable you to reset your account.

Regards

Mrs J Calverley  
School Business Manager

On the Parent Portal

On the Arbor App

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 screenshot shows the Sunnyville Secondary School Parent Portal for Zoe Holmes. The page is divided into several sections:

- Quick Actions:** Zoe Holmes, Form 8JG. View Student Profile.
- Guardians of Zoe Holmes:** Martin Holmes, Sonia Holmes.
- Notices:** Several notices regarding transportation, religion, hearing tests, vision tests, and consent for contact doctor, marketing, and tests.
- Previous lesson:** 08:00 - 08:10, Mon, 20 Aug 2018, Year 8: Form 8JG > Finley Kennedy.
- Next event:** 11:30 - 12:00, Mon, 20 Aug 2018, Second Breakfast: Sitting - KSS > Room: HALL.
- Statistics:**
  - Attendance (2017/2018):** 84.2% (Year), 66.9% (Last 4 weeks).
  - Behaviour Points - this term:** 0 (This year: 0 points, Last term: 0 points).
  - House Points - this term:** 0 (This year: 0 points, Last term: 0 points).
  - Star - this term:** 0 (This year: 0 points, Last term: 0 points).
  - Worker of the week - this term:** 0 (This year: 0 points, Last term: 0 points).
  - Golden Tie - this term:** 0 (This year: 0 points, Last term: 0 points).
- Guardian Consultations:** No guardian consultations for Zoe Holmes.
- Overdue Assignments:** Quiz (No due date) In progress.
- Accounts:** Zoe Holmes: Meals Balance: -£16.00 >
- Activities:** Zoe Holmes: Clubs (highlighted with a green box and arrow), Zoe Holmes: Trips >

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 – in this instance **Night Owls** from the **Clubs** your child came be registered for.

#### Aaron Can be Registered For These Clubs

Bengeworth After School Club (2021/2022)	<b>Timetable:</b> 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)	<b>Timetable:</b> 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)

**If you have already signed up to Night Owls – your membership and timetable will be displayed here.**

To sign your child up for the club simply click on **Register For This Club** in the top right-hand corner of the page.

[« Back](#) **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

Choose the membership period to sign up for - this will show as a **Term**.

[« Back](#) **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 <input type="button" value="x"/> ▼

[Cancel](#) [Next »](#)

Choose which membership periods to sign up to – this will be your required days, you are able to select as many as you wish at this point.

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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 – this will remain as 3.15pm to 5.00pm

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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, review information and navigate to **Register (*child's name*) for this Club**.

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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

<b>Name</b>	Example breakfast club
<b>Selected membership option</b>	Daily breakfast club (Sign-up cut-off: 24 hours before session starts)
<b>Club price per session</b>	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

<b>Number of sessions</b>	2
<b>Session interval</b>	Monday: 07:00-09:00 session interval Wednesday: 08:00-09:00 session interval
<b>Total price</b>	£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	<b>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.</b>
Total number of sessions Aaron is registered for	1
Total number of sessions Aaron attended	0
Current wraparound care club balance	<b>-£2.20</b>
Total spent	£0.00

### Aaron Memberships

Day	<b>Dates:</b> 03 Jan 2022 <b>Student will have meal?:</b> No <b>Total sessions:</b> 1
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