

Breakfast Club: How to book sessions through Arbor



Below are instructions and images of how to book Breakfast Club sessions through our new Arbor Parent Portal.

Once you have logged into the Parent Portal, please scroll down to the 'Activities' section, where you will find 'Clubs'. Click on the 'Clubs' section.

The screenshot shows the Arbor Parent Portal interface for Rumboldswyke C.E. Primary School. The 'Activities' section is highlighted with a red circle around the 'Clubs' link. Other sections visible include 'Quick Actions', 'Statistics' (Attendance: 94.5% for 2022/2023), 'Guardian Consultations', 'Accounts', and 'Previous/Next Lesson'.

From here you will see a list of clubs to which your child can be registered for. Click on 'Breakfast Club'

The screenshot shows the 'School Clubs' page. Under the heading 'Can be Registered For These Clubs (2022/2023)', the 'Breakfast Club' link is highlighted with a red circle. The timetable for the Breakfast Club is listed as follows:

Day	Time	Term
Mondays	08:00 - 08:45	17 Apr 2023 - 21 Jul 2023, term-time only
Tuesdays	08:00 - 08:45	17 Apr 2023 - 21 Jul 2023, term-time only
Wednesdays	08:00 - 08:45	17 Apr 2023 - 21 Jul 2023, term-time only
Thursdays	08:00 - 08:45	17 Apr 2023 - 21 Jul 2023, term-time only
Fridays	08:00 - 08:45	17 Apr 2023 - 21 Jul 2023, term-time only

In the next window you will find 'Register your child for this club' and 'Top up account' in the green boxes at the top right hand corner of the screen, if logging in via the website.

The screenshot shows the 'Breakfast Club (2022/2023)' page. The 'Registration Information' section contains the following data:

Registration status	Congratulations: [redacted] is registered for Breakfast Club (2022/2023)! Check the details below. Contact the school's office if you have any questions or requests.
Total number of sessions [redacted] registered for	38
Total number of sessions [redacted] attended	0
Current wraparound care club balance	£0.00
Total spent	£0.00

The 'Attachments' section on the right contains two green buttons: 'Register [redacted] for this club' and 'Top up account', both of which are circled in red.

If you are required to pay for your Breakfast Club sessions, please ensure you click 'Top up account' and make a payment for the number of sessions you wish to book and click 'Pay now', prior to booking the sessions using your credit or debit card.

The 'Top Up Account by Card' form contains the following fields:

- Customer account: [redacted] (Breakfast Club)
- Bill payer*: [redacted]
- Payment amount*: £ []
- Narrative: []

At the bottom of the form, there are three buttons: 'Cancel', 'Add to basket', and 'Pay now'. The 'Pay now' button is circled in red.

Once payment has been made, please go back and click 'Register your child for Breakfast Club'.

There are then two options for Club membership:

- Select 'Termly Breakfast Club booking membership' if you wish your child to attend each day (i.e. 5 days a week), for the whole term.
- Select 'Daily Breakfast Club membership', if you only wish your child to attend certain days (e.g. Mondays, Thursdays & Fridays) or if you are wishing to book an adhoc, one off session. Then in the next window select each day you wish your child to attend for the term.

« Back **Register [REDACTED] for Club**

Club Overview

Name	Breakfast Club
Club price per session	Monday: £0.00 for 08:00-08:45 session interval Tuesday: £0.00 for 08:00-08:45 session interval Wednesday: £0.00 for 08:00-08:45 session interval Thursday: £0.00 for 08:00-08:45 session interval Friday: £0.00 for 08:00-08:45 session interval

Choose Membership

Choose membership option*

- Termly Breakfast Club Booking
- Daily Breakfast Club Booking

« Back **Register [REDACTED] for Club**

Club Overview

Name	Breakfast Club
Selected membership option	Daily Breakfast Club Booking (Sign-up cut-off: 12 hours before session starts)
Club price per session	Monday: £0.00 for 08:00-08:45 session interval Tuesday: £0.00 for 08:00-08:45 session interval Wednesday: £0.00 for 08:00-08:45 session interval Thursday: £0.00 for 08:00-08:45 session interval Friday: £0.00 for 08:00-08:45 session interval

Select Membership Periods

Day*

- Thu, 20 Apr 2023
- Fri, 21 Apr 2023
- Thu, 27 Apr 2023
- Fri, 28 Apr 2023
- Thu, 04 May 2023
- Fri, 05 May 2023
- Thu, 11 May 2023
- Fri, 12 May 2023
- Thu, 18 May 2023
- Fri, 19 May 2023
- Thu, 25 May 2023
- Fri, 26 May 2023
- Thu, 01 Jun 2023

(Please note in this example picture not all available days to book Breakfast Club are shown as this particular child has already been signed up to Breakfast Club.)

As noted in our Terms & Conditions, there is a maximum of 20 spaces available per session. Places are allocated on a first come first serve basis. In order to guarantee your child a space, we recommend you book your child's place in advance. Sessions will be bookable up to 12 hours prior to the requested session starting.