

The HUB

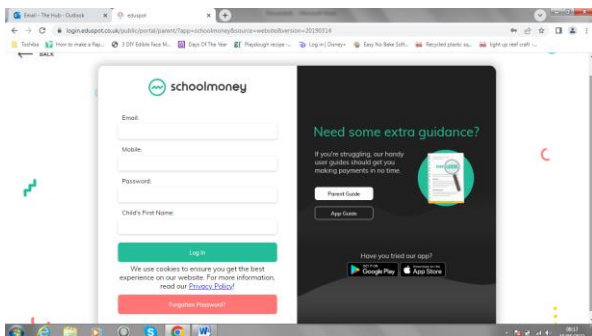
Booking in system user guide

From September 2022 we will be starting to use our new booking in system for The HUB. We have created this as a useful user guide to help with the transition to booking using School Money.

All parents/carers are provided by the school office with a unique login and password to access the School Money payment portal. This portal can be accessed via the website or via the School Money app and is the same system we currently use for school dinner payments and trips.



Please be aware that the portal uses details attached to the SIMS system therefore, if you change your details please make sure you inform the school office.



How to Book

Once logged into the system select the Menu tab at the top of the screen and select Clubs.

This will then list dates and sessions that are available to book under your child's name in date order, these places are limited to 30 for staff coverage. Payment will be made at the time of booking.

Booking onto this system is designed to be flexible therefore you can book individual sessions/weekly/fortnightly/monthly, however the latest booking on the system is midnight, the day before the session. This will offer parents maximum choices and allow you to plan the sessions around your needs. In an emergency, where you could not book before midnight, the night before, you can contact the HUB Manager on **07957 302 125** from 7.30-9.00 and 3.15-6.00 or the school office to check availability.

A guide to booking the sessions is attached for reference.

Any sessions can be deselected at any point before payment is required. Please check the sessions you have booked as you will be asked to pay for all the sessions in your bag before the place can be allocated.

There are no planned changes to the costs of using The Hub.

Selecting Breakfast Club will make a charge of £5.50 per session.

Afterschool Club will make a charge of £7.50 per session.

Paying with vouchers

For those parents/carers using childcare vouchers to pay for sessions you will need to select the voucher payment option. This enables the school office to allocate the voucher payment to the sessions and for places to be booked. This option will show your payment per session at £0.00. By using this method of booking you agree to forward your voucher payments to cover the selected sessions at the time of booking. Please do not click on this method of booking unless you intend to pay by a childcare voucher scheme.

Cancelling a session

To cancel a session you must go onto the system and deselect your place (per session) before midnight the day before. The pre-paid money for that session will be returned to your school money account to be used for future HUB sessions only. Unfortunately we are not able to cancel sessions so if your child does not attend and you have booked a session this will still be charged. If your child has been sent home from school ill but was due in The Hub, please text The Hub to let them know.

If your child is attending a school run after school club e.g. Bingo, Chess, etc. prior to attending the session you will still need to book The HUB session on the portal to guarantee a place. Your child should be advised that they are attending The HUB after the club. We would also ask (for safeguarding purposes) that you let The Hub Manager know via text or face to face about their attendance at a club so that we know when to expect them at The Hub.

As with all system changes, there may be some teething problems, but we hope by sending this guide early and opening the booking system up at the end of the holidays, before we return, that you will feel confident to use in September. We hope that you will find the system easy to use and a more flexible option for booking your sessions.

This document and the guide to booking are available on our website using this link <http://www.brethertonschool.org.uk/page/the-hub-wrap-around-care/102123>

If you have any questions or encounter any problems, please contact Kelly, The HUB Manager.