

Booking Sessions Through the Parent Portal

Once you have logged into the Parent Portal, scroll down to the **Activities** section.

The screenshot shows the Parent Portal interface for a student named Leo Allen. The page is divided into several sections. On the left, there is a sidebar with navigation icons. The main content area includes a 'Quick Actions' bar, a student profile card, a 'View Student Profile' button, a 'You have no unread messages' notification, a 'Notices' section with three items, a 'Payments' section showing a total outstanding of £0.00, a 'Current lesson' and 'Next event' section, a 'Calendar' section, and a 'School Shop' section. On the right, there is a 'Statistics' section with various metrics: Attendance (88.9%), House Points (162), Summer - Grade Average (38), Negative Behavioural Incidents (4), Behaviour Points (0), Achievement Points (0), and Summer - 'On Track' Progress (50.0%). A red box highlights the 'Activities' section, which lists 'Leo Allen: Clubs' and 'Leo Allen: Trips'.

Here you will see options for **Clubs** and **Trips** the school has made available to your child.

Click on the **Clubs** section to view clubs that your child has already been registered for and any others available for you to register them for.

The screenshot shows the 'School Clubs' page. At the top, it says 'Leo Can be Registered For These Clubs (2024/2025)'. Below this, there is a table with two columns: 'Club name' and 'Club description'. The first row is for the 'Breakfast Club (2024/2025)'. The description states: 'Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session'. Below the description, there is a 'Timetable' section listing the days and times for the club: Mondays: 07:30 - 09:00 (15 Jul 2025 - 31 Aug 2025), Tuesdays: 07:30 - 09:00 (15 Jul 2025 - 31 Aug 2025), Wednesdays: 07:30 - 09:00 (15 Jul 2025 - 31 Aug 2025), Thursdays: 07:30 - 09:00 (15 Jul 2025 - 31 Aug 2025), and Fridays: 07:30 - 09:00 (15 Jul 2025 - 31 Aug 2025).

Click on required option, **Breakfast Club** is shown in this example.

At the top-right of the screen you can select to **Register your child for this club** and **Top up account**.

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Breakfast Club (2024/2025)

Attachments

Register Leo for this club

Top up account

Registration Information

Registration status

Leo is not registered for Breakfast Club (2024/2025)sessions yet. Click "Register for this club" button to register.

Total number of sessions Leo is registered for

0

Total number of sessions Leo attended

0

Current wraparound care club balance

N/A

Total spent

£0.00

Memberships for Leo

No memberships

Club Details

Description

Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session

Club price per session

Monday: £4.00 for 07:30-09:00 session interval
Monday: £3.00 for 08:00-09:00 session interval
Tuesday: £4.00 for 07:30-09:00 session interval
Tuesday: £3.00 for 08:00-09:00 session interval
Wednesday: £4.00 for 07:30-09:00 session interval
Wednesday: £3.00 for 08:00-09:00 session interval
Thursday: £4.00 for 07:30-09:00 session interval
Thursday: £3.00 for 08:00-09:00 session interval
Friday: £4.00 for 07:30-09:00 session interval
Friday: £3.00 for 08:00-09:00 session interval

Club Timetable

Weekly Sessions

Every Monday: 07:30 - 09:00

Between: 15 Jul 2025 - 31 Aug 2025

Scheduled

Every Tuesday: 07:30 - 09:00

Between: 15 Jul 2025 - 31 Aug 2025

Scheduled

Every Wednesday: 07:30 - 09:00

Between: 15 Jul 2025 - 31 Aug 2025

Scheduled

If you need to top up your account, click **Top up account** and enter the payment amount then click **Pay now**.

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Top Up Account by Card

Top-Up Details

Customer account

Leo Allen (Meals)

Bill payer*

Timmy Allen

Payment amount*

£ 50.00

Narrative ⓘ

Add to basket

Pay now

You can now enter your card details and click the green **Pay** button

Make Payment

Card Number

1234 1234 1234 1234

Card Expiration

MM / YY

Name on card

Email

CVC

CVC

Cancel

Pay £50.00

Once payment has been made, you can go back and click **Register your child for this club**.

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Breakfast Club (2024/2025)

Attachments

Registration Information

Registration status Leo is not registered for Breakfast Club (2024/2025)sessions yet. Click "Register for this club" button to register.

Total number of sessions Leo is registered for

0

Total number of sessions Leo attended

0

Current wraparound care club balance

N/A

Total spent

£0.00

Memberships for Leo

No memberships

Club Details

Description

Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session

Club price per session

Monday: £4.00 for 07:30-09:00 session interval
Monday: £3.00 for 08:00-09:00 session interval
Tuesday: £4.00 for 07:30-09:00 session interval
Tuesday: £3.00 for 08:00-09:00 session interval
Wednesday: £4.00 for 07:30-09:00 session interval
Wednesday: £3.00 for 08:00-09:00 session interval
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Thursday: £3.00 for 08:00-09:00 session interval
Friday: £4.00 for 07:30-09:00 session interval
Friday: £3.00 for 08:00-09:00 session interval

Club Timetable

Weekly Sessions

Every Monday: 07:30 - 09:00

Between: 15 Jul 2025 - 31 Aug 2025

Scheduled

Every Tuesday: 07:30 - 09:00

Between: 15 Jul 2025 - 31 Aug 2025

Scheduled

Every Wednesday: 07:30 - 09:00

Between: 15 Jul 2025 - 31 Aug 2025

Scheduled

Register Leo for this club

Top up account

Select the required **membership option**, there may be more than one option but only one is shown in this guide, then click **Next**.

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Register Leo for Club

Club Overview

Name	Breakfast Club
Description	Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session
Club price per session	Monday: £4.00 for 07:30-09:00 session interval Monday: £3.00 for 08:00-09:00 session interval Tuesday: £4.00 for 07:30-09:00 session interval Tuesday: £3.00 for 08:00-09:00 session interval Wednesday: £4.00 for 07:30-09:00 session interval Wednesday: £3.00 for 08:00-09:00 session interval Thursday: £4.00 for 07:30-09:00 session interval Thursday: £3.00 for 08:00-09:00 session interval Friday: £4.00 for 07:30-09:00 session interval Friday: £3.00 for 08:00-09:00 session interval

Choose Membership

Choose membership option*

Breakfast Club 2025-25

CancelNext »

Select the required session(s), you can select more than one session at the same time. The selected sessions will be added to the **Day** field and highlight in blue in the list of options.

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Register Leo for Club

Club Overview

Name	Breakfast Club
Description	Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session
Selected membership option	Breakfast Club 2025-25 (Sign-up cut-off: 30 minutes before session starts)
Club price per session	Monday: £4.00 for 07:30-09:00 session interval Monday: £3.00 for 08:00-09:00 session interval Tuesday: £4.00 for 07:30-09:00 session interval Tuesday: £3.00 for 08:00-09:00 session interval Wednesday: £4.00 for 07:30-09:00 session interval Wednesday: £3.00 for 08:00-09:00 session interval Thursday: £4.00 for 07:30-09:00 session interval Thursday: £3.00 for 08:00-09:00 session interval Friday: £4.00 for 07:30-09:00 session interval Friday: £3.00 for 08:00-09:00 session interval

Select Membership Periods

Day*

Tue, 15 Jul 2025

Thu, 17 Jul 2025

Mon, 21 Jul 2025

Tue, 15 Jul 2025

Wed, 16 Jul 2025

Thu, 17 Jul 2025

Fri, 18 Jul 2025

Mon, 21 Jul 2025

Tue, 22 Jul 2025

Wed, 23 Jul 2025

Thu, 24 Jul 2025

Fri, 25 Jul 2025

Mon, 28 Jul 2025

Tue, 29 Jul 2025

Wed, 30 Jul 2025

Thu, 31 Jul 2025

When you've selected the required sessions, click **Next**

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Register Leo for Club

Club Overview

Name	Breakfast Club
Description	Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session
Selected membership option	Breakfast Club 2025-25 (Sign-up cut-off: 30 minutes before session starts)
Club price per session	Monday: £4.00 for 07:30-09:00 session interval Monday: £3.00 for 08:00-09:00 session interval Tuesday: £4.00 for 07:30-09:00 session interval Tuesday: £3.00 for 08:00-09:00 session interval Wednesday: £4.00 for 07:30-09:00 session interval Wednesday: £3.00 for 08:00-09:00 session interval Thursday: £4.00 for 07:30-09:00 session interval Thursday: £3.00 for 08:00-09:00 session interval Friday: £4.00 for 07:30-09:00 session interval Friday: £3.00 for 08:00-09:00 session interval

Select Membership Periods

Day*

Tue, 15 Jul 2025

Thu, 17 Jul 2025

Mon, 21 Jul 2025

[Cancel](#) [Next »](#)

Choose the required Session Intervals for each day you have booked, and if there is an option to select the Meal option, click to tick the check box if your child will have a meal during these sessions. Then click **Next**.

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Register Leo for Club

Club Overview

Name	Breakfast Club
Description	Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session
Selected membership periods	15 Jul 2025, 17 Jul 2025, 21 Jul 2025

Select Session Interval

Monday*

07:30 - 09:00

Tuesday*

08:00 - 09:00

Thursday*

07:30 - 09:00

Meal Selection

Leo will have meals during club sessions ☐

[Cancel](#) [Next »](#)

If there are any issues with the options you have selected, they will be noted in the **Membership Information** panel at the top of this page. Contact the school if you are not sure what to do.

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Register Leo 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	Breakfast Club
Description	Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session
Selected membership option	Breakfast Club 2025-25 (Sign-up cut-off: 30 minutes before session starts)
Club price per session	Monday: £4.00 for 07:30-09:00 session interval Monday: £3.00 for 08:00-09:00 session interval Tuesday: £4.00 for 07:30-09:00 session interval Tuesday: £3.00 for 08:00-09:00 session interval Wednesday: £4.00 for 07:30-09:00 session interval Wednesday: £3.00 for 08:00-09:00 session interval Thursday: £4.00 for 07:30-09:00 session interval Thursday: £3.00 for 08:00-09:00 session interval Friday: £4.00 for 07:30-09:00 session interval Friday: £3.00 for 08:00-09:00 session interval

Review Sign-Up Details

Number of sessions	2
Session interval	Monday: 07:30-09:00 session interval Tuesday: 08:00-09:00 session interval Thursday: 07:30-09:00 session interval
Total price	£8.00

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

Click the green **Register** button at the bottom of the screen to confirm your booking.

The booking you have just made will now show in the **Memberships** panel

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Breakfast Club (2024/2025)

Registration Information

Registration status	Leo is not registered for Breakfast Club (2024/2025) sessions yet. Click "Register for this club" button to register.
Total number of sessions Leo is registered for	0
Total number of sessions Leo attended	0
Current wraparound care club balance	£0.00
Total spent	£0.00

Memberships for Leo

Day	Dates:
	16 Jul 2025, 17 Jul 2025, 18 Jul 2025, 21 Jul 2025
	Total sessions:
	4
	Sessions with meal:
	0

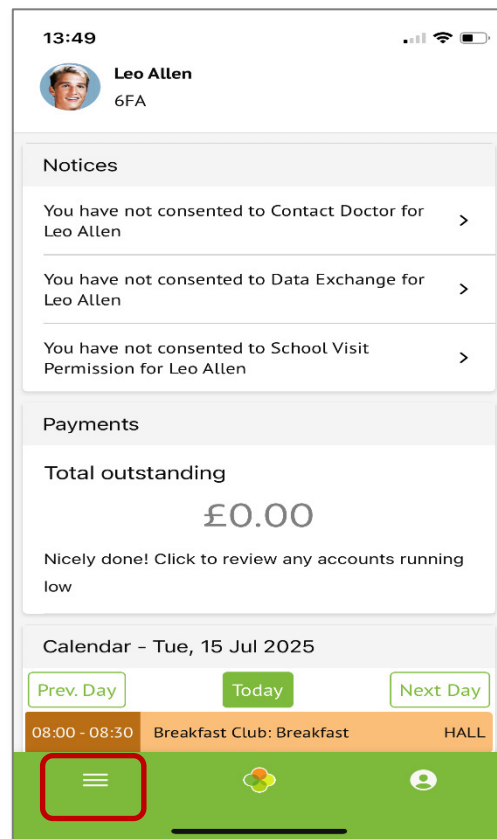
Club Details

Description	Breakfast club 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session
Club price per session	Monday: £4.00 for 07:30-09:00 session interval Monday: £3.00 for 08:00-09:00 session interval Tuesday: £4.00 for 07:30-09:00 session interval Tuesday: £3.00 for 08:00-09:00 session interval Wednesday: £4.00 for 07:30-09:00 session interval Wednesday: £3.00 for 08:00-09:00 session interval Thursday: £4.00 for 07:30-09:00 session interval Thursday: £3.00 for 08:00-09:00 session interval Friday: £4.00 for 07:30-09:00 session interval Friday: £3.00 for 08:00-09:00 session interval

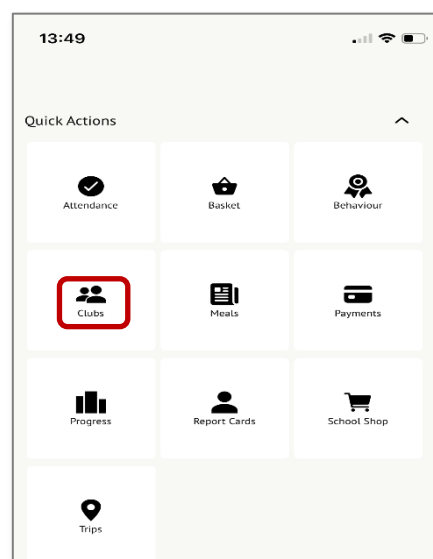
You can make further bookings at any time for any sessions that the school has made available to book, just return here and click **Register for this club** at the top-right of the screen again.

Booking Sessions Through the Parent App

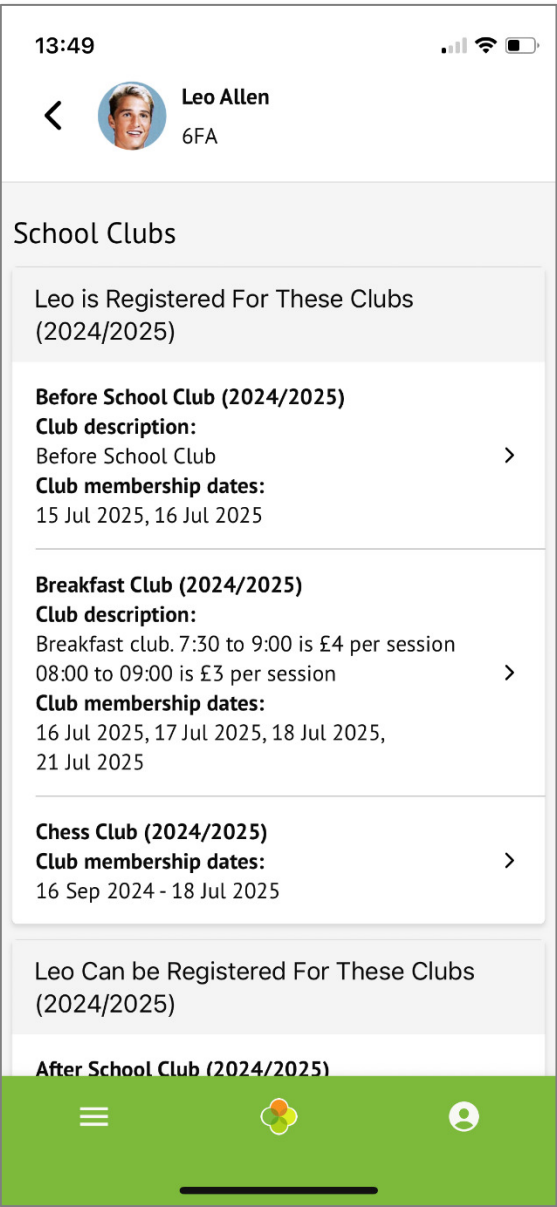
Once you have logged into the Parent App, click the menu button at the bottom of the screen.



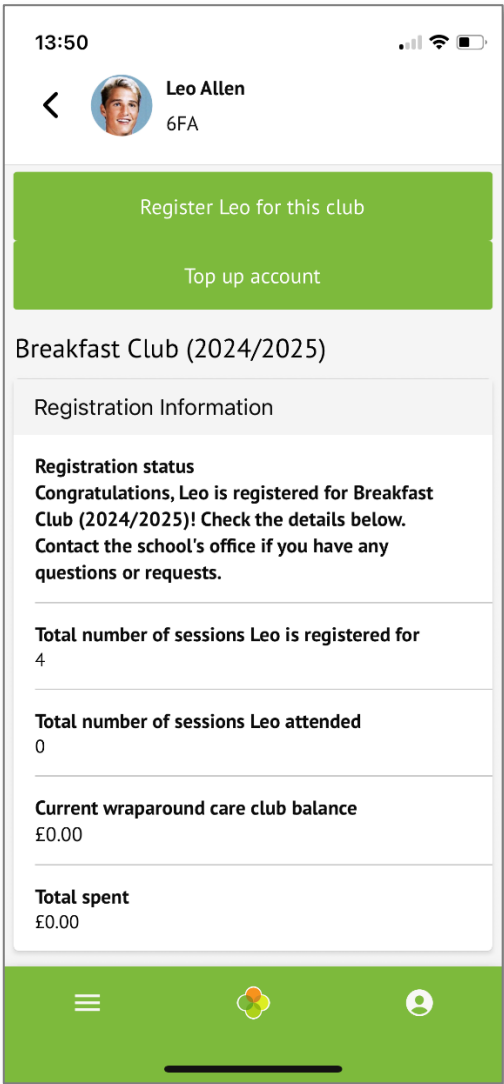
Select **Clubs**.



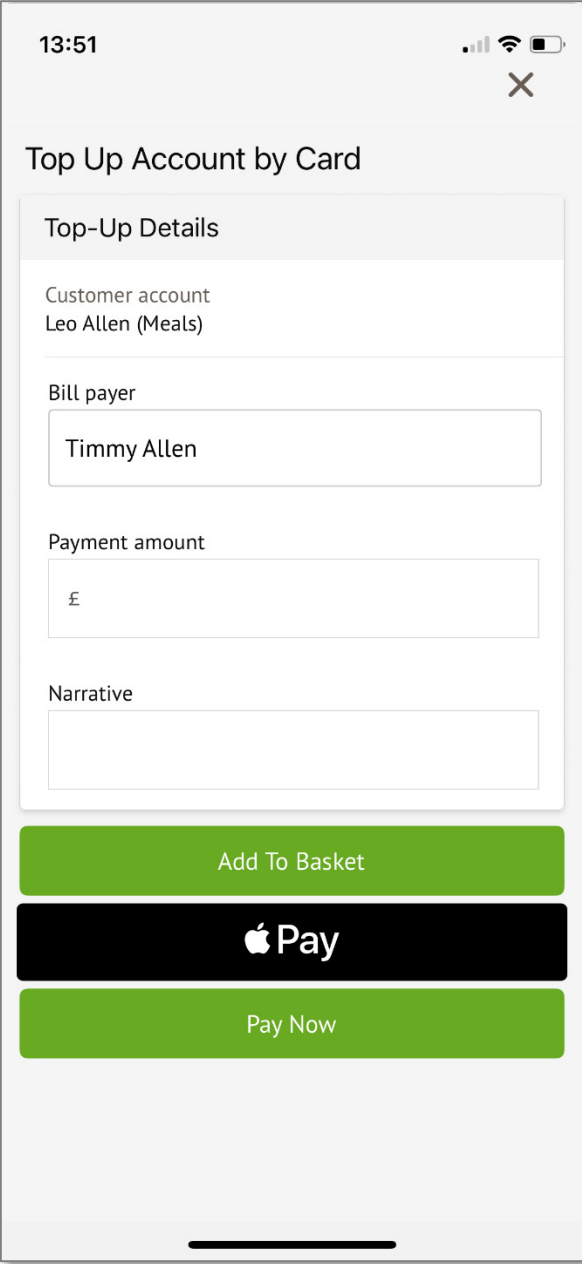
Select the required club, **Breakfast Club** is shown in this example.



At the top of the screen you can select to **Register your child for this club** and **Top up account**.



If you need to top up your account, click **Top up account** and enter the payment amount then select the payment method.



The screenshot shows a mobile application interface for topping up an account. At the top, the status bar displays the time 13:51, signal strength, Wi-Fi, and battery icons. A close button (X) is in the top right corner. The title 'Top Up Account by Card' is centered. Below it is a 'Top-Up Details' section containing four input fields: 'Customer account' (pre-filled with 'Leo Allen (Meals)'), 'Bill payer' (pre-filled with 'Timmy Allen'), 'Payment amount' (pre-filled with '£'), and 'Narrative'. At the bottom of the form are three buttons: 'Add To Basket' (green), 'Apple Pay' (black with the Apple logo), and 'Pay Now' (green). A home indicator bar is visible at the very bottom.

13:51

Top Up Account by Card

Top-Up Details

Customer account
Leo Allen (Meals)

Bill payer
Timmy Allen

Payment amount
£

Narrative

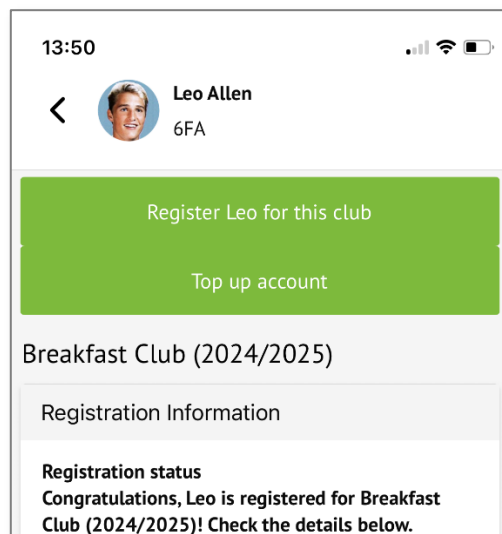
Add To Basket

Apple Pay

Pay Now

When you click **Pay Now** you will be asked to enter your card information and click Pay to confirm the payment.

Once payment has been made, you can go back and click **Register your child for this club.**



13:50

<  **Leo Allen**
6FA

Register Leo for this club

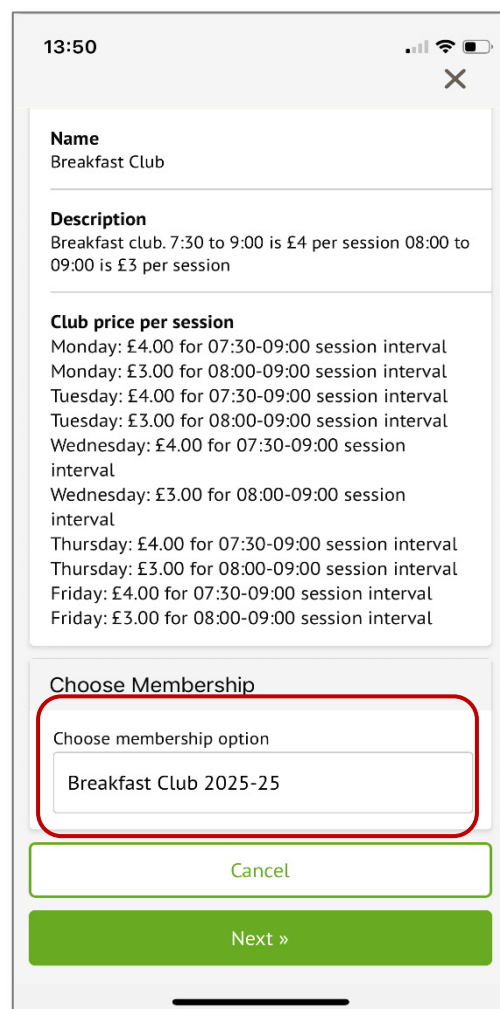
Top up account

Breakfast Club (2024/2025)

Registration Information

Registration status
Congratulations, Leo is registered for Breakfast Club (2024/2025)! Check the details below.

Choose the required membership at the bottom of the screen then click **Next.**



13:50

X

Name
Breakfast Club

Description
Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session

Club price per session
Monday: £4.00 for 07:30-09:00 session interval
Monday: £3.00 for 08:00-09:00 session interval
Tuesday: £4.00 for 07:30-09:00 session interval
Tuesday: £3.00 for 08:00-09:00 session interval
Wednesday: £4.00 for 07:30-09:00 session interval
Wednesday: £3.00 for 08:00-09:00 session interval
Thursday: £4.00 for 07:30-09:00 session interval
Thursday: £3.00 for 08:00-09:00 session interval
Friday: £4.00 for 07:30-09:00 session interval
Friday: £3.00 for 08:00-09:00 session interval

Choose Membership

Choose membership option

Breakfast Club 2025-25

Cancel

Next »

Select the **Membership Periods**, click the drop-down arrow to display the options.

13:50



Breakfast Club

Description
Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session

Selected membership option
Breakfast Club 2025-25 (Sign-up cut-off: 30 minutes before session starts)

Club price per session
Monday: £4.00 for 07:30-09:00 session interval
Monday: £3.00 for 08:00-09:00 session interval
Tuesday: £4.00 for 07:30-09:00 session interval
Tuesday: £3.00 for 08:00-09:00 session interval
Wednesday: £4.00 for 07:30-09:00 session interval
Wednesday: £3.00 for 08:00-09:00 session interval
Thursday: £4.00 for 07:30-09:00 session interval
Thursday: £3.00 for 08:00-09:00 session interval
Friday: £4.00 for 07:30-09:00 session interval
Friday: £3.00 for 08:00-09:00 session interval

Select Membership Periods

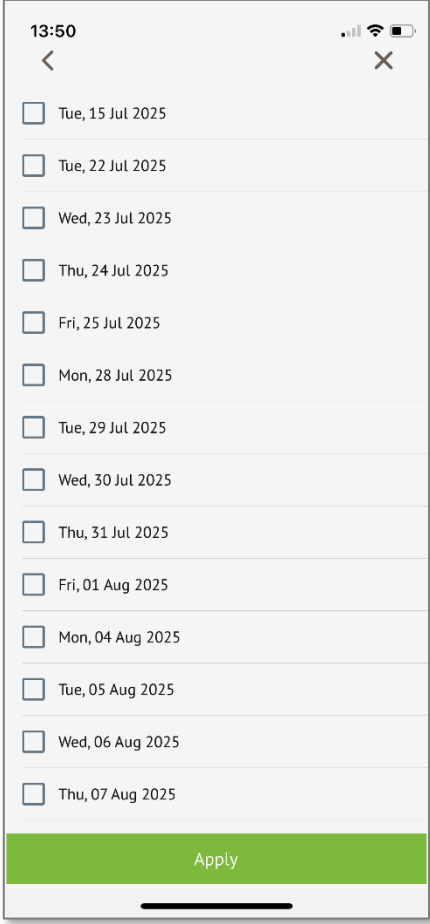
Tap to pick

▼

Cancel

Next »

Select the sessions you wish to book then click **Apply**



13:50

< X

- ☐ Tue, 15 Jul 2025
- ☐ Tue, 22 Jul 2025
- ☐ Wed, 23 Jul 2025
- ☐ Thu, 24 Jul 2025
- ☐ Fri, 25 Jul 2025
- ☐ Mon, 28 Jul 2025
- ☐ Tue, 29 Jul 2025
- ☐ Wed, 30 Jul 2025
- ☐ Thu, 31 Jul 2025
- ☐ Fri, 01 Aug 2025
- ☐ Mon, 04 Aug 2025
- ☐ Tue, 05 Aug 2025
- ☐ Wed, 06 Aug 2025
- ☐ Thu, 07 Aug 2025

Apply

When you've selected the required sessions, click **Next** at the bottom of the screen.

Choose the required **Session Intervals** for each day you have booked, and if there is an option to select the Meal option, click to tick the check box if your child will have a meal during these sessions. Then click **Next**

13:50





Register Leo for Club

Club Overview

Name
Breakfast Club

Description
Breakfast club. 7:30 to 9:00 is £4 per session 08:00 to 09:00 is £3 per session

Selected membership periods
25 Jul 2025

Select Session Interval

Friday

08:00 - 09:00

Meal Selection

☐ Leo will have meals during club sessions

Cancel

Next »

Scroll to the bottom of the screen to **Review the Sign Up Details** and click the **Register** button for confirm.

13:51

before session starts)

Club price per session
Monday: £4.00 for 07:30-09:00 session interval
Monday: £3.00 for 08:00-09:00 session interval
Tuesday: £4.00 for 07:30-09:00 session interval
Tuesday: £3.00 for 08:00-09:00 session interval
Wednesday: £4.00 for 07:30-09:00 session interval
Wednesday: £3.00 for 08:00-09:00 session interval
Thursday: £4.00 for 07:30-09:00 session interval
Thursday: £3.00 for 08:00-09:00 session interval
Friday: £4.00 for 07:30-09:00 session interval
Friday: £3.00 for 08:00-09:00 session interval

Review Sign-Up Details

Number of sessions
1

Session interval
Friday: 08:00-09:00 session interval
-

Total price
£3.00

Cancel

Register Leo For Club

The booking you have just made will now show in the **School Clubs – Registered for These Clubs** panel.

You can make further bookings at any time for any sessions that the school has made available to book, just return here and click **Register for this club** at the top-right of the screen again.