



# St Peter's CE Academy - Instructions for booking a Shine Club session

## Topping Up your account

Before you can book a session, you will need to ensure that your account has sufficient funds to pay for your booking. To do this;

1. Log into your Arbor account via the app or Parental Portal online and select "wrap around care" from the account list.
2. Click on the Top-Up Account button
3. A slide over will load, where you can select the bill payer and payment amount. Please note the minimum payment amount is £2.00.
4. You can choose to Pay Now or Add Payment to Your Basket to pay later
5. When you pay (or check out later), enter your card details and follow the onscreen instructions.

Once the payment ID is confirmed, you will see the balance on the home screen and can proceed to book a wraparound care session.

## Payment/Fee Information

### Breakfast Club

7:40am – 8:40am £4.00

### Afternoon Club

3:30pm – 5:30pm £8.00

3:30pm – 4:30pm £4:00

4:30pm – 5:30pm £4.00

## Session Release Dates

Term 5 – 14<sup>th</sup> March 2024

Term 6 – 1<sup>st</sup> May 2024

## Shine Club

Shine Club can be booked on a daily or termly basis as long as you have sufficient funds in your account.

Sessions can be booked on the Arbor App up to 48 hours before the club starts. Shine Club is split into a morning and afternoon club.

Please note – if a parent needs to amend a session, at least 48 hours' notice needs to be given. Please email the school office [enquiries@stpetersschoolraunds.co.uk](mailto:enquiries@stpetersschoolraunds.co.uk)

### Via Parental Portal Online

Click on the Activities section in the main screen

1. Click the relevant club (breakfast or afternoon)
2. Select whether you want to book a specific day or a term
3. Select the date(s) you require
4. Confirm your booking
5. Make payment

### Via the Arbor App

1. From the app, select Clubs icon
2. Select the relevant club (breakfast or afternoon)
3. Choose the membership period (daily or termly)
4. Confirm the booking
5. Make the payment

[Signing my child up for a Breakfast or After-School Club on the Parent Portal or Arbor App – Arbor Help Centre \(\[arbor-education.com\]\(http://arbor-education.com\)\)](#)

## Important Information

Please note Arbor does not allow us to block out the last session on the last day of term, therefore please do not book the 4:30-5:30pm session on Friday 24th May and Friday 19th July. If you do accidentally book either of these sessions, we will refund you.

If you have any questions about the Shine Club please contact the school office on 01933 622400