



Warren Wood Primary Academy (Inclusive Provision for Language Needs)



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Dear Parents and Carers

Reception to Year 6 – Warren Wood After School Clubs

As you will be aware, we have a number of free after school clubs that are run at Warren Wood Primary Academy for children in Reception to Year 6. Warren Wood staff volunteer throughout the year to run these clubs, to help extend the learning experiences that we can offer to the children.

Going forward from January 2024, we will be changing the way in which parents and carers can sign their child up to attend a Warren Wood after school club. The new system will allow the process to be quicker, easier and fairer for all and there won't be any paper reply slip involved.

When clubs reset in January, we will be using Arbor and the clubs feature on this system. Our after school clubs will still only have a limited number of spaces and it will still be one club per child, however by using Arbor this will improve our current system, as well as allowing you to see if your child has a space there and then when signing up.

To help prepare you for this change, we have set up a number of 'dummy' test clubs called 'Warren Wood Arbor Test Club 1, 2, 3 and 4', for any parent or carer who has parental responsibility who wishes to try this system out, so you can test out the new process. These 'dummy' clubs will be live on Arbor from 10.00am today until 4.00pm on Wednesday 20th December.

Booking your child into a club is very easy to do via Arbor, please follow one set of instructions below depending how you access your Arbor account:

On the Parent Portal:

1. From the main Parent Portal page, please scroll down to the activities section and click on the field with your child's name and clubs under activities.



2. The **All Clubs** page will list any clubs your child is currently a member of and any clubs that are currently open for them to join. Click on the club to open up that club's information page.
3. The club information page will display membership and timetable information. Any existing membership into the club for your child will be displayed. To sign your child up, simply click on **Register For This Club** in the top right hand corner of the page.
4. From the slide over menu that will appear, the membership period will show what you are signing your child up to e.g. terms 3 and 4, terms 5 and 6 (clubs run approximately for two terms at a time). Please confirm the registration.
5. We will ask you to give electronic consent for your child to attend the selected club, a box will pop up for consent to be confirmed. Simply click yes to confirm that you agree for your child to attend this club.
6. You will then be returned to the club's information page, where the new membership (place for the club) will now be displayed and 'confirmed' in green will show if there is a space available for your child.

Via the Arbor App:

1. To sign up for a club, click the menu icon at the bottom left of your screen and **Select Clubs**. You can then see a list of any clubs your child is currently a member of and any clubs that are currently open for them to join. Click on the club to open up that club's information page.
2. Click a club to access the **Club Overview**. Click **Register For This Club** to sign up.
3. Next, select the period you would like to sign up for. The membership period will show what you are signing your child up to e.g. terms 3 and 4, terms 5 and 6 (clubs run approximately for two terms at a time).
4. You can then simply sign up to the club by pressing the confirm registration button.

Please note that when the clubs become available for you to book in term 3, we will still send out a letter to inform you what clubs are available to what children in each year group and the number of places that are available in each club. The parent portal will then open at a set time for parents and carers to sign their child up to **one club only**, on a first come, first served basis. The portal will then remain open until all clubs are full. **Please do not sign your child up to more than one club, as they will only be able to attend one to make it fair to all children to have the opportunity to attend.** Once a club is full, Arbor will not allow you to sign your child up for this. Your child is expected to follow the correct behaviour when attending an after school club, any poor behaviour may result in your child not being able to attend the club anymore.

Once you have booked your child into a club, if for any reason they no longer want to attend this, please inform us so we can remove them from the club to allow another child to attend.



You will not be able to remove your child from a club via Arbor, the school will need to do this for you.

Going forward, Arbor will be the only way of you booking your child into a club from January 2024, so we do recommend that you log into your Arbor account and test this out so you are ready. We will not be able to take any requests via email for clubs. Any parent or carer with parental responsibility will be able to access Arbor, providing we have your email address registered with us on your child's record. If you have parental responsibility for your child and require a new registration link, please email office@warrenwood.medway.sch.uk so we can check the details that we hold for your child.

Contact Details:

Please ensure that when you are logged in to your account, that your child's contact details are correct in case of an emergency, as well as any medical or allergy information that we need to be aware of.

For Year 6 children only:

If you wish for your child to walk home after their club has finished, please ensure that you have given consent via Arbor to the 'Year 6 Walking Home Consent'. If your child usually walks home on their own but you wish to collect your child after the club instead, please ensure that you email office@warrenwood.medway.sch.uk so we can make the member of staff running the club aware of this.

MFSE After School Club

Please note that the MFSE paid after school club will not be bookable via Arbor, the usual process for booking this club still applies as it is not run by Warren Wood Primary Academy.

Breakfast Clubs

Please note that our breakfast clubs will not be bookable via Arbor, the usual process for booking these via ParentPay will still apply as they are chargeable clubs.

Yours sincerely

J Simmonds

Mr Simmonds
Badger Class Teacher / After School Clubs Lead

