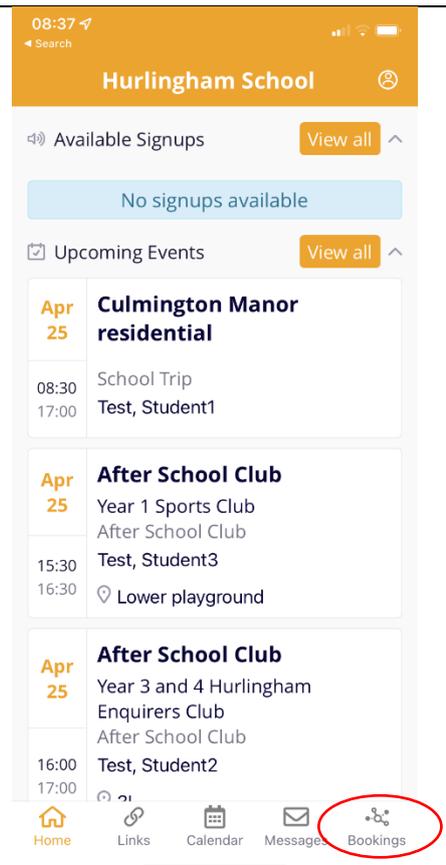


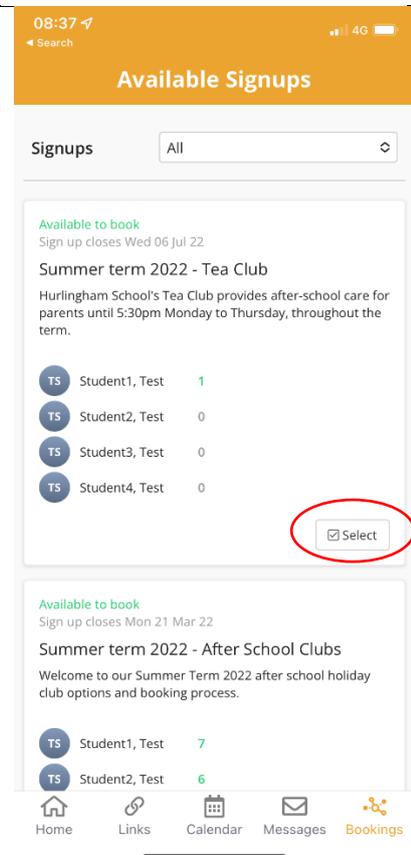
Cancelling Homework and Tea Club through the SchoolsBuddy app

1. From the Home screen, click on the Bookings button at the bottom right hand of the page – circled in red.



2. Tea Club should be the first in the list of the Available Signups that appear.

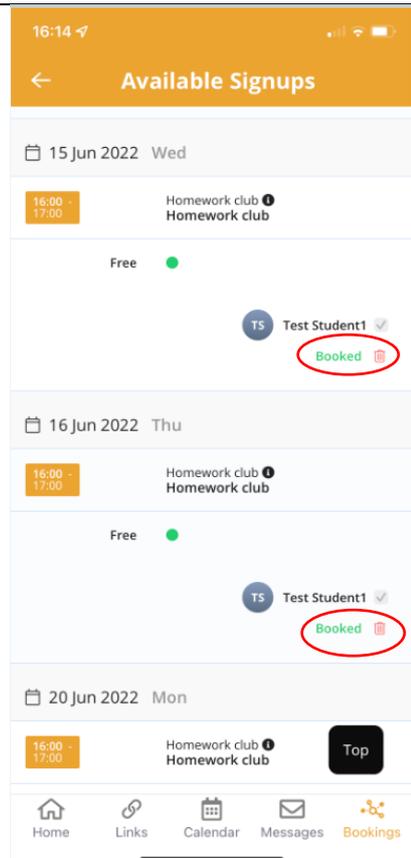
You can either use the Select button - circled in red - to go into Tea Club booking, or you can scroll down to find Homework Club.



Cancelling Homework and Tea Club through the SchoolsBuddy app

- Find the date that you want to cancel, either by using the filter buttons (as explained in the booking guidance) or by simply scrolling down the list of all future dates.

Under each booked event, you will find a red dustbin icon, as circled in red.



- If you click on the dustbin icon, you will be presented with a pop-up asking whether you wish to cancel or keep the booking.

To confirm the cancellation, click on the amber button.

If you are cancelling a Tea Club booking, you will automatically receive a credit into your SchoolsBuddy wallet for the value of the booking.

