

Dear Parents

As we approach the end of the Spring term, once again we need to ask you to make your club choices for the Summer term.

We are delighted to announce that we are launching a new bolt-on system to SIMS, which will provide a bespoke booking and payment platform for all clubs, including Tea and Homework. We have listened to feedback and are fully aware of the frustration surrounding our previous systems. We believe this new platform will alleviate many of the issues. It is called 'Schools Buddy' and you will shortly be receiving an activation email, through which you will be able to access it both online and via a mobile app. The app (SchoolsBuddy 2.0) will need to be downloaded from your relevant app store.

Once you have activated your Schools Buddy account, the first thing we would ask you to do is to book extra-curricular clubs for the Summer Term. A step-by-step, how-to guide is attached. The guide also explains how you can make Tea Club and Homework Club bookings from next term. One of the benefits of this system is that it is possible to book for the whole term rather than just one week in advance.

We appreciate there might be some apprehension about having to learn to navigate another system, but we firmly believe this is the right step for the School and will greatly improve the communication experience once up and running.

Warm regards

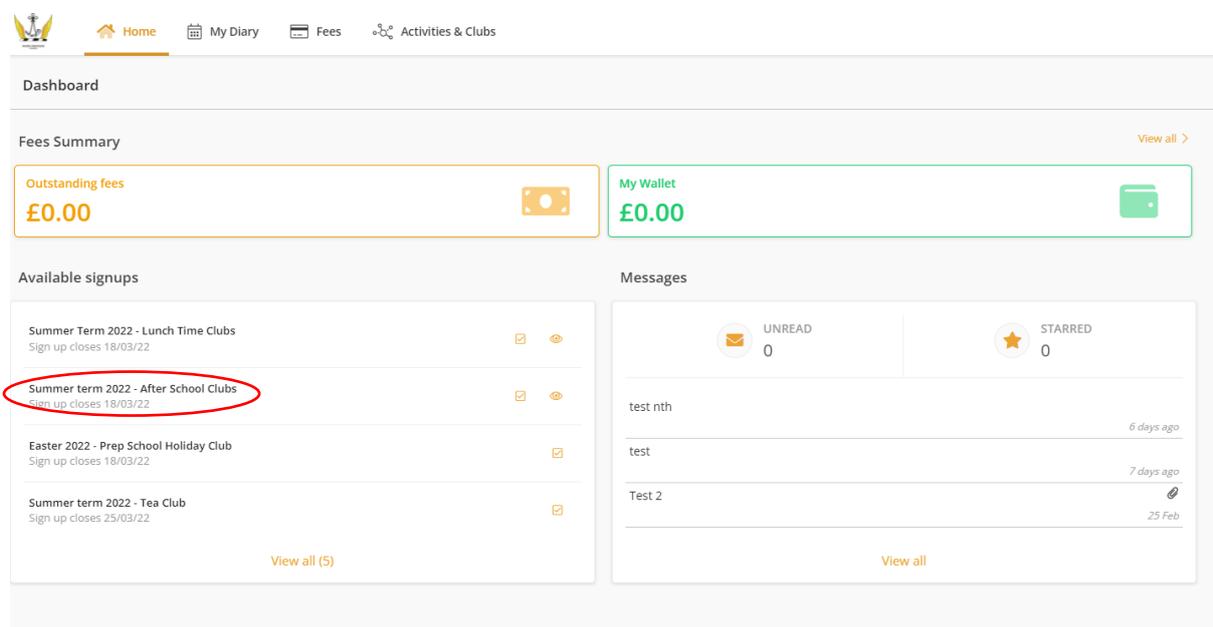
## After School and Lunch Time Clubs

Through your Schools Buddy account, you will be able to make club choices for next term. The deadline for completing your selection is **midday on Friday 18<sup>th</sup> March**. We will then make allocations and, prior to the end of term, your selections will be confirmed. Fees will then be generated and collected through Schools Buddy's payment platform.

Please note that clubs that have been taking place this term will still be included on your child's Summer term invoice, but thereafter, club payments will be taken through Schools Buddy with the exception of Ballet, Karate and Lamda.

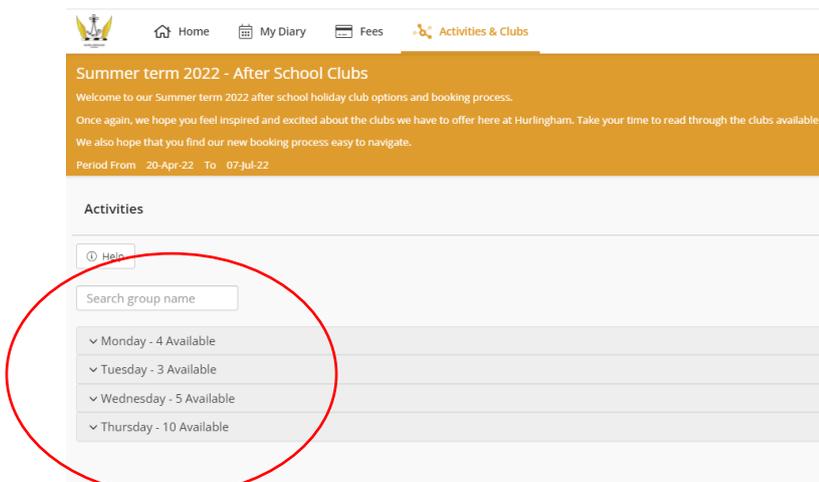
### **Selecting after school clubs**

To make your after-school club selections, first click on 'Summer Term 2022 - After School Clubs' which you will find within 'Available signups'



The screenshot shows the Schools Buddy dashboard. At the top, there is a navigation bar with icons for Home, My Diary, Fees, and Activities & Clubs. Below this is a 'Dashboard' section with a 'Fees Summary' card showing 'Outstanding fees' of £0.00 and 'My Wallet' of £0.00. The 'Available signups' section lists four options: 'Summer Term 2022 - Lunch Time Clubs', 'Summer term 2022 - After School Clubs' (highlighted with a red circle), 'Easter 2022 - Prep School Holiday Club', and 'Summer term 2022 - Tea Club'. A 'Messages' section on the right shows 'UNREAD' and 'STARRED' counts, both at 0.

This will take you to a screen where you will see the four days of the week on which after-school clubs operate.



The screenshot shows the 'Summer term 2022 - After School Clubs' page. It features a welcome message and a 'Period From' of 20-Apr-22 to 07-Jul-22. Below this is an 'Activities' section with a search bar and a list of days with available spots: Monday - 4 Available, Tuesday - 3 Available, Wednesday - 5 Available, and Thursday - 10 Available. The entire list is circled in red.

When you select a day, all the clubs running on that day, which are relevant to your child/ children, will appear in a list. If you wish to select a club, please click it as your priority 1 choice. As some clubs are limited for numbers, it is possible, but not essential, to make a secondary choice if there is one available to your child on that day.

Monday - 4 Available

**Year 1 Sports Club**  
G. McNaught  
Organiser  
15:30 - 16:30 £84.00 per term Lower playground 30

Sports Club is not only a fantastic way to build motor skills, co-ordination and work on the fundamental skills but also helps children develop communication and problem solving skills that will benefit them on and off the field. Exercise is a great way for children to release energy and develop bonds with their peers. Provided by an external company on site, this is a fantastic club for children of all abilities. There will be 7 sessions this term. Dates to be aware of: Monday 2nd May - Bank Holiday - no club Monday 27th June - Sports Day - no club

TS Student3, Test

1 2 N/A

**Year 3 and 4 Xtra Club**  
L. Parry  
Organiser  
16:00 - 17:00 £35.00 per term 3L Unlimited

Join Miss Bland and Mr Parry for Xtra Club which is a mixture of history and Science. There will be 7 sessions in total. Please be aware of the following dates: Monday 2nd May - Bank Holiday (no club) Monday 27th June - Sports Day (no club)

TS Student2, Test

1 2 N/A

You should do this for each child and for each day of the week that you would like them to attend a club.

Once you have made all your selections, please click on the Next button

Summer term 2022 - After School Clubs

Welcome to our Summer term 2022 after school holiday club options and booking process. Once again, we hope you feel inspired and excited about the clubs we have to offer here at Hurlingham. Take your time to read through the clubs available and the times the clubs will be as there have been some slight changes from Autumn term. We also hope that you find our new booking process easy to navigate. Period From 20-Apr-22 To 07-Jul-22

Activities

Save for Later Next

Help

Search group name

Clear All

Monday - 4 Available  
Tuesday - 3 Available  
Wednesday - 5 Available  
Thursday - 10 Available

This will take you to a review of your choices.

Summer term 2022 - After School Clubs

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Review

Edit Choices Submit to school

Monday

TS Student1, Test  
Pref 1 Year 5 and 6 Arts and Crafts  
Art Room  
Per term 16:00 - 17:00  
Pref 2 Year 5 and 6 Band  
Thinking Space  
Per term 16:00 - 17:00

TS Student2, Test  
Pref 1 Year 3 and 4 Xtra Club  
3L  
Per term 16:00 - 17:00

TS Student3, Test  
Pref 1 Year 1 Sports Club  
Lower playground  
Per term 15:30 - 16:30

TS Student4, Test

You can go back and change your selections using the amber-coloured 'Edit choices' button.

Once you are happy with your choices, please click on the green-coloured 'Submit to school' button.

If you change your mind about your choices prior to the selection deadline, you can return to Schools Buddy to make edits.

### **Payment for after-school clubs**

Once the selection deadline has passed, we will undertake an allocation process. When this is complete, you will be informed of your confirmed selections and you will be invited to pay for them through Schools Buddy. Payment must be made prior to the first day of the Summer Term to guarantee your child's attendance in the club.

### **Lunch time school clubs**

The selection process for lunch time clubs is essentially the same as for after-school clubs.

The screenshot shows the Schools Buddy dashboard with a navigation bar at the top containing 'Home', 'My Diary', 'Fees', and 'Activities & Clubs'. The main content area is divided into several sections:

- Dashboard**: The top section of the main content area.
- Fees Summary**: A section with two cards. The first card, titled 'Outstanding fees', shows '£0.00' and a wallet icon. The second card, titled 'My Wallet', also shows '£0.00' and a wallet icon. A 'View all >' link is located to the right of the 'My Wallet' card.
- Available signups**: A list of four signups, each with a checkbox and an eye icon. The first item, 'Summer Term 2022 - Lunch Time Clubs', is circled in red. The other items are 'Summer term 2022 - After School Clubs', 'Easter 2022 - Prep School Holiday Club', and 'Summer term 2022 - Tea Club'. A 'View all (5)' link is at the bottom of the list.
- Messages**: A section with two filters: 'UNREAD 0' and 'STARRED 0'. Below the filters is a list of messages: 'test nth' (6 days ago), 'test' (7 days ago), and 'Test 2' (25 Feb). A 'View all' link is at the bottom of the messages list.

However, Ballet, Karate and Lamda have been automatically allocated as a priority one choice on the basis of existing sign-ups. These clubs will continue to be paid for through the termly fee invoice, so you will not be asked for payment through Schools Buddy and it indicates that they are 'Free'. They are visible on Schools Buddy so that you have a complete picture of all the clubs that your child/ children are involved with and to avoid any booking clashes.

## Tea Club and Homework Club

From your Schools Buddy account you will also be able to book Tea Club and Homework Club.

### Tea Club

Unlike extra-curricular clubs, Tea Club is operated on a book-and-pay system. This means that payment will be required to confirm your booking. All dates for the Summer Term are available immediately, and can be booked on a day-by-day or block basis.

Once again, from the home screen, you need to select the appropriate signup.

The screenshot shows the 'Dashboard' of the Schools Buddy account. At the top, there are navigation icons for Home, My Diary, Fees, and Activities & Clubs. Below this is a 'Fees Summary' section with two cards: 'Outstanding fees' showing £0.00 and 'My Wallet' showing £0.00. The 'Available signups' section lists four options: 'Summer Term 2022 - Lunch Time Clubs', 'Summer term 2022 - After School Clubs', 'Easter 2022 - Prep School Holiday Club', and 'Summer term 2022 - Tea Club'. The 'Summer term 2022 - Tea Club' option is circled in red. To the right, there is a 'Messages' section with 'UNREAD' and 'STARRED' counts, and a list of messages including 'test nth', 'test', and 'Test 2'. A 'View all (5)' link is at the bottom of the signups list.

You will be taken to a complete list of term dates. You will also see that there is a 'Filter' button, and if you have more than one child at the school, you will see them listed on the right-hand side of the page.

The screenshot shows the 'Summer term 2022 - Tea Club' booking page. It features an introductory text block about the club's purpose and booking rules. Below this is a 'Bookable Events' section with a search bar and a 'Filter' button circled in red. The events are listed by date: '20 Apr 2022 Wed' and '21 Apr 2022 Thu'. Each event shows the time '15:30 - 17:00', the name 'Lower school tea club Tea Club', and the price '£16.50'. On the right side of the page, there are two student selection options: 'Test Student3' and 'Test Student4', each with a 'Select All' button, both circled in red.

The filter function will allow you to select certain days of the week.

**Bookable Events**

Search  Filter

Day  Mon  Tue  Wed  Thu

Group

Event(s)

It is possible to select your bookings on a day-by-day basis, by scrolling down the list. Alternatively, you can choose to 'Select All' using the button next to your child's name. In conjunction with the filter button, 'Select All' allows you to select all Mondays or all Tuesdays, for example.

Selected event(s) have been reserved for you. You now have **14m 8s** to complete your selections, continue to the confirmation screen and complete the process.

[Book \(44\)](#)

Date	Event	Time	Price	Availability	Students
20 Apr 2022 Wed	Lower school tea club Tea Club	15:30 - 17:00	£16.50	●	<input type="checkbox"/> Test Student3 <input type="checkbox"/> Test Student4
21 Apr 2022 Thu	Lower school tea club Tea Club	15:30 - 17:00	£16.50	●	<input checked="" type="checkbox"/> Test Student3 <input checked="" type="checkbox"/> Test Student4
25 Apr 2022 Mon	Lower school tea club Tea Club	15:30 - 17:00	£16.50	●	<input checked="" type="checkbox"/> Test Student3 <input checked="" type="checkbox"/> Test Student4

Once you have made your selection, those dates will be reserved for you and you will have 15 minutes to complete your booking. As soon as you have made the payment your booking is confirmed.

Bookings can be cancelled and refunded up to midday on the day.

### **Homework Club**

This works in exactly the same way as Tea Club, the only difference being that, on confirmation of your booking, no payment will be taken.

## General information

### My Diary

Once your clubs have been confirmed, you will be able to view them, session by session, within Schools Buddy under the 'My Diary' tab.

The screenshot displays the 'My Diary' section of a website. At the top, there is a navigation bar with icons for Home, My Diary (circled in red), Fees, and Activities & Clubs. Below this is a calendar for the period '10 March, 2022 - 10 April, 2022'. The calendar shows dates from March 10 to March 31, with the 22nd of March highlighted. Below the calendar, there are three event cards:

- Tuesday, 22 March:** Year 5 ballet - Spring term 2022. Year 5 ballet Lesson. 13:20 - 13:50. Location: Dance studio. Attendees: Student1, Test- Attending.
- Wednesday, 23 March:** Phoenix Theatre. Y06 School Trip. 09:30 - 15:30. Location: Phoenix Theatre. Attendees: Student1, Test- Attending.
- Thursday, 24 March:** Twickenham Stadium. Y06 School Trip. 13:30 - 16:00. Location: Twickenham Stadium. Attendees: Student1, Test- Attending.

At the top of the page you will see a range of dates that can be adjusted and a filter button, which allows you to filter for a particular child and type of event.