

Booking Holiday Club in Schools Buddy

This guidance was written for the Summer 2022 holiday club. However, it applies equally to any other holiday club, the only difference being the name of the item that you need to click on under 'Available signups', which will be that of the latest holiday club.

First click on 'Summer 2022 – Prep School Holiday Club' which you will find within 'Available signups'

The screenshot shows the Schools Buddy dashboard with the following elements:

- Navigation:** Home (selected), My Diary, Fees, Activities & Clubs.
- Dashboard:** The main heading of the page.
- Fees Summary:** Includes 'Outstanding fees' (£0.00) and 'My Wallet' (£0.00), both with 'View all >' links.
- Available signups:** A section with a red circle around the heading, listing four signups: 'Summer Term 2022 - Lunch Time Clubs', '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.
- Messages:** A section with 'UNREAD 0' and 'STARRED 0' counts, and 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.

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If you can't see it from the dashboard, you need to click on the 'View all' button at the bottom of the page, which will take you to a full listing of available sign ups.

On selecting 'Summer 2022 – Holiday Club', you will be taken to a screen with a complete listing of all Holiday Club 'events'.

Using the filters, you can narrow down to the days and sessions that you want to book.

Summer 2022 - Prep School Holiday Club

In the summer, we are planning to run our Holiday Club again for the first two weeks of the holiday.
Similar to Easter, the day will run from 08:15am to 4:00pm. There will also be an After Club option, from 4:00pm to 5:00pm.
Parents will need to provide a morning snack and a packed lunch, Children staying for the After Club will require an additional tea-time snack. Please remember our NO NUTS policy.
The charge for each day is £80, excluding the After Club, which costs an additional £15 per day. There is also the option to select individual morning and afternoon sessions at £45 each.
If you have any questions, please email holiday.club@hurlingham.school.co.uk

Bookable Events

Search Filter

11 Jul 2022 Mon

08:30 - 12:00	Lower School Holiday Club - Summer2022 Morning session	£45.00	<input checked="" type="checkbox"/> Select All
			<input type="checkbox"/> Test Student1
			<input type="checkbox"/> Test Student3
08:30 - 12:00	Upper School Holiday Club - Summer2022 Morning session	£45.00	<input checked="" type="checkbox"/> Select All
			<input type="checkbox"/> Test Student3
			<input type="checkbox"/> Test Student1

When you click on the filter button, three filter options will appear – days, group and event.

Groups refer to Upper school, Lower school and After Club, while events relate to whether you wish to book all-day, morning or afternoon sessions and/or After Club sessions.

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If you have children in both Upper and Lower school, you will see both groups. Otherwise, you will only see the group that is relevant to your child.

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Bookable Events

Search

Filter

Day

- Mon
- Tue
- Wed
- Thu
- Fri

Group

Event(s)

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As an example, if you wanted to book a Lower School child into the all-day session for both Mondays of the Holiday Club, you can apply the following filters in order to narrow down the list of available events to the ones you wish you to book.

Bookable Events

Search Filter

Day Mon Tue Wed Thu Fri

Group Reset

Event(s)

Test Student1 Select All

Test Student3 Select All

11 Jul 2022 Mon

08:30 - 16:00 Lower School Holiday Club - Summer2022 All-day sessions £80.00

15 Test Student3

18 Jul 2022 Mon

08:30 - 16:00 Lower School Holiday Club - Summer2022 All-day sessions £80.00 Top

You can then select the individual events listed or use the 'Select All' button next to your child's name to book everything in the narrowed down list.

A 'Book' button will then appear, which you will need to click to proceed with the booking. However, it will be held for 15 minutes, during which time you can book further sessions for other children or other events, such as After Club.

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The existing filters can be cleared using the 'Reset' button.

Once you are happy with your booking you will need to click on the 'Book' button and agree to the terms and conditions.

Bookable Events

Search Filter

Day Mon Tue Wed Thu Fri

Group

Event(s)

[Reset](#)

Selected event(s) have been reserved for you. You now have **4m 41s** to complete your selections, continue to the confirmation screen and complete the process.

[Book \(2\)](#)

You will then be taken to the payment page, where you will have the opportunity to review your booking.

If you decide you want to change it, there is a button to take you back into the booking screen at the bottom left corner.

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← Check selections and complete payment to book

Bookings for selected events have been reserved for you. You have **2m 7s** to complete your bookings.

Total to pay now: **£160.00**
My wallet credit: **£0.00**

Accepted Payment Methods 

Payment method

Details

No clashes. Click on an item to check other events happening around that time. ✓

Mon 11 Jul 2022

+	08:30 - 16:00	1	Lower School Holiday Club - Summer2022 All-day sessions	£80
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Mon 18 Jul 2022

+	08:30 - 16:00	1	Lower School Holiday Club - Summer2022 All-day sessions	£80
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Total **£160.00**

Whether or not you have credit in your Schools Buddy voucher account, you will have the option to select this as a payment method from the payment drop-down menu.

If you encounter any problems please email clubsupport@hurlinghamsschool.co.uk.