



I2

Out of Hours Club Details

Both morning and afternoon out of hours' clubs are housed at the Primary site.

Out of Hours Contact Details

We recommend that you save this number: 07907 147 278 to your phone contact list.

Booking Out of Hours

All bookings should be made in advance using the Clubs tab on your ParentPay account. Payment will be required at the time of booking.

The screenshot shows the ParentPay website interface. At the top, there's a navigation bar with 'Home | Profile | Help' and a 'log out' button. Below this is a blue header with the ParentPay logo and a welcome message for Marie Armstrong (finance@maharishischool.com) at Maharishi School. A search bar is also present. The main navigation menu includes 'My ParentPay', 'Attendance, meals & events', 'Payment items', 'Communication', 'People', 'Finance', and 'Settings'. The 'Clubs' tab is selected, showing sub-tabs for 'Attendance', 'Import', 'Booking and selection', 'Kitchen numbers', 'Menus', 'Clubs', 'Reports', and 'Settings'. The 'Clubs' sub-tab is active, displaying the 'CLUB DETAILS' form. The form has two sections: 'CLUB DETAILS' and 'PEOPLE'. The 'CLUB DETAILS' section includes a 'Name of club' text input field and a 'Type of club' dropdown menu. The 'PEOPLE' section is currently empty. On the right side of the form, there's an 'ACTIONS' panel with 'Save' and 'Cancel' buttons.

To book on a smart device please follow the below steps:

1. Open Parentpay.com and log in as normal
2. Click the 3 white lines in the top left of the screen
3. Select Payer Dashboard
4. Select Active Payment Items
5. Select the booking option you require i.e. Out of Hours Afternoon Session
6. Click Book Session
7. Select the date(s) and hour(s) you require
8. Click Book Session and follow the payment instructions

There is a Top Up button on the booking screen - this allows you to credit your account in advance.

Bookings will be on a first come first served basis. However, we understand life doesn't always go to plan and we can still accept ad hoc bookings, providing we are not over ratio. These bookings will be added to your ParentPay account after the event, but future bookings cannot be made until the ad hoc session has been paid for.

Morning Club

The morning club is open from 8.00am until 10 minutes before school starts, at which time the members of staff on duty will supervise pupils. A small snack will be provided, but this is not intended as a substitute for breakfast at home.

N.B. Children attending the club need to be delivered to the club staff for signing in. Primary phase students should not be brought to school before 8.50am unless they are attending the club.

Afternoon Club

In the afternoon pupils are supervised by the member of staff on duty for 10 minutes after school finishes.

The after-school club starts at 3.40pm and runs for two hours, with one or two-hour session options. A snack and drink will be provided.

It is essential that children are collected from the club by 5.40pm. Late collections will be charged for (see charges below). Unavoidable delays should be pre-notified by telephoning the school office on 01695 729912 before 4.00pm or the out-of-hours number after this time.

Charges

The charges are:

- Morning session is £3.60 (flat rate)
- Afternoon session is £3.60 per hour or part thereof
- Afternoon session late charge after 5.40pm: £10.00 per 10 minutes or part thereof (£10.00 minimum charge)

If you need to contact the Out of Hours Club while your child is there, please call the Out of Hours mobile phone on: 07907 147 278.

For queries regarding club payments, please contact the Finance Officer – finance@maharishischool.com