World's End Lane, London N21 1PP • Telephone o208 360 1001 office@grangeparkprimary.org • www.grangeparkprimary.org Headteacher: Tijen Hassan



4.7.25

Dear Parents.

Bookings for breakfast and after school club for next half term is now open on Arbor. Please ensure spaces are booked before the start of the new term.

What We Offer:

- Breakfast Club (7:40-8:45am): A nutritious breakfast and engaging activities to start the day on a positive note.
- After-School Club (3:25-6:00pm): A safe, fun environment where children are provided with snacks, activities, and supervised play until pick-up.

Booking Information:

- Dates: Wednesday 3rd September 2025 to 17 July 2026.
- **How to Book:** Below are the steps to guide you through the booking process if you have not used Arbor before.

Be aware that there will be no enrichment clubs during the first 2 weeks of term, so all after-school bookings for that week must be for full sessions.

Log In to Arbor:

- Visit the Arbor Parent Portal: <u>Arbor Parent Portal Login.</u>
- Enter your registered email address and password. If you are unable to access Arbor please contact the school office for assistance.

Navigate to Clubs:

- Once logged in, click on the "Activities" section in the main menu.
- Select "Clubs" from the dropdown menu.



Select the Club:

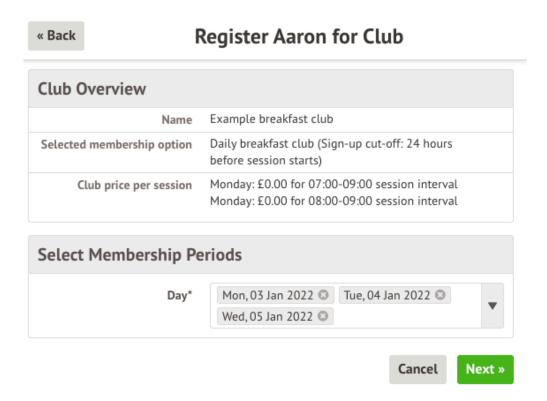
- You will see a list of available clubs. Locate the "Extend Breakfast Club" or "Extend After School Club" from the list.
- Click on the club name to open up that clubs' information page.

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- The club information page will display membership and timetable information. To sign your child up for the club, click on Register For This Club in the top right-hand corner of the page.
- From the slide over menu that will appear, choose the membership period that you like to sign the child up for.
- Next, choose which sessions to sign your child up for. The club is set up on a daily basis so please select which days you would like to book.



 Please confirm your choices and top up your wrap around care account on Arbor. You can also select to add the payment to your basket to pay later. World's End Lane, London N21 1PP • Telephone o208 360 1001 office@grangeparkprimary.org • www.grangeparkprimary.org Headteacher: Tijen Hassan



Please ensure that your Arbor account is topped up to cover the half termly payment.

Payment Options:

- Credit or debit card
- **Tax-Free Childcare:** Did you know you can receive up to £500 every 3 months per child with tax-free childcare? You can use this to pay for Extend! <u>Click here</u> for more information.
- Childcare Vouchers: If you receive childcare vouchers from your employer, you can use them to pay for our club. Payment is made through the voucher provider, and once we receive the funds, we will credit your Arbor account manually.

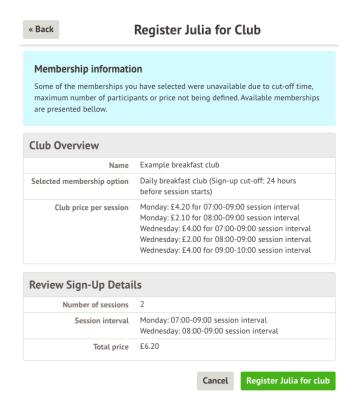
Important Note:

Due to increased demand this half term, spaces are limited. We encourage early block bookings to guarantee your child's spot.

Please ensure your Arbor account is topped up to cover the full half-term payment. Double-check your booking to avoid mistakes, as we may not be able to offer refunds for incorrect bookings.

Booking Deadlines:

Bookings close 12 hours before each session. If you need to book after this time, please contact extend@grangeparkprimary.org to check if there are any available spaces.



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Terms and Conditions:

- **Payments:** Please ensure your Arbor account is topped up to cover the sessions that have been booked. Failure to do so may result in your child's place being withdrawn.
- **Refunds:** Refunds are not available for missed sessions, whether due to sickness or other reasons such as school trips (including residentials). Please consider this when booking.
- **Changes/Cancellations:** If you need to change your child's booking or cancel a session, please contact Sylvana as soon as possible.
- Late Collection: Children must be collected by 6:00pm. A £5 charge per five minutes will apply for late pick-ups, and repeated lateness may result in withdrawal from the club.
- Acceptance of Terms: By booking your child's place, you confirm that you have read, understood, and agreed to these terms and conditions.

Kind regards,

Sylvana Siddique

Extend Manager