



The Orchard Club @ St Dunstan's Catholic School

As we grow with God, we learn from each other.

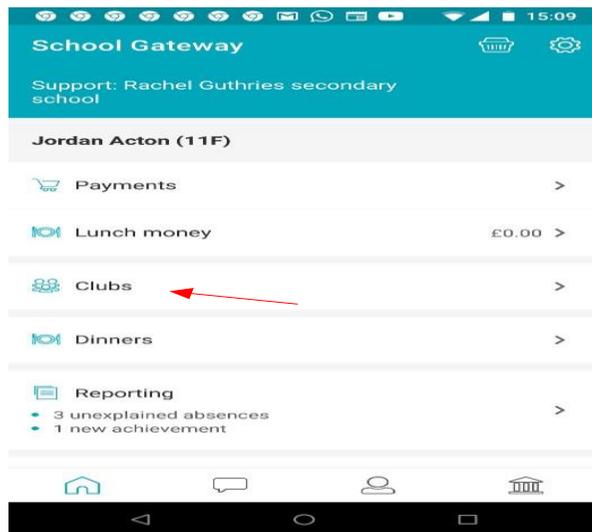


How to book and pay for Orchard Club sessions

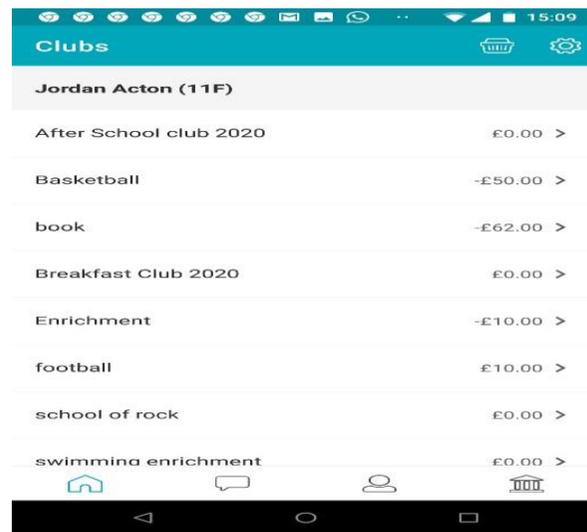
To book a Club session you must go to the Clubs tab first to book the Orchard Club session before paying, **only then is your booking secure.**

If you have loaded payment but not booked the session, please go to the Clubs tab and book the session using the credit you have already applied.

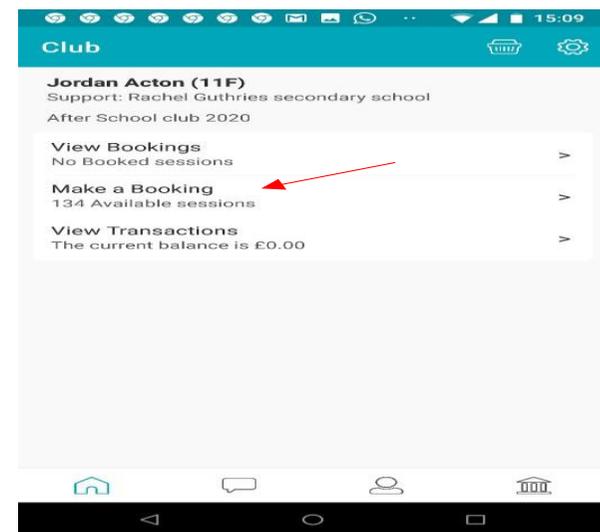
If you are using Childcare Vouchers or the Governments Tax Free Childcare scheme, you will need to add credit to your account before you can book. Details are available separately.



- **Click into the Clubs tab**



- **Select the required Club**

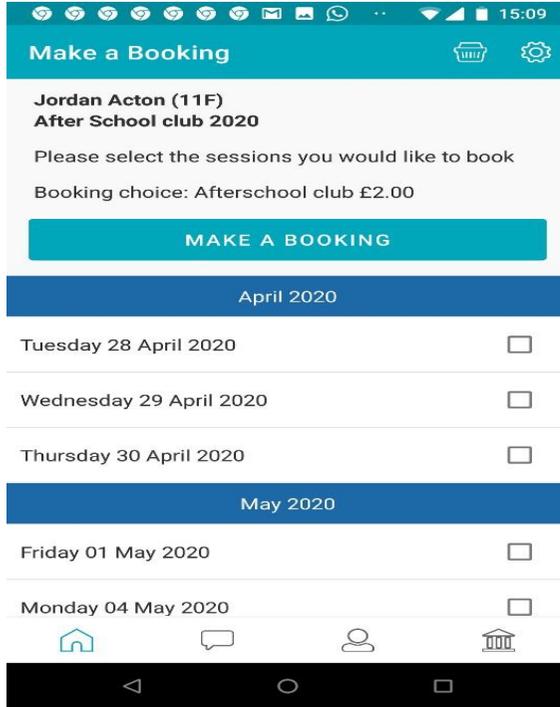


- **Click on make a Booking**

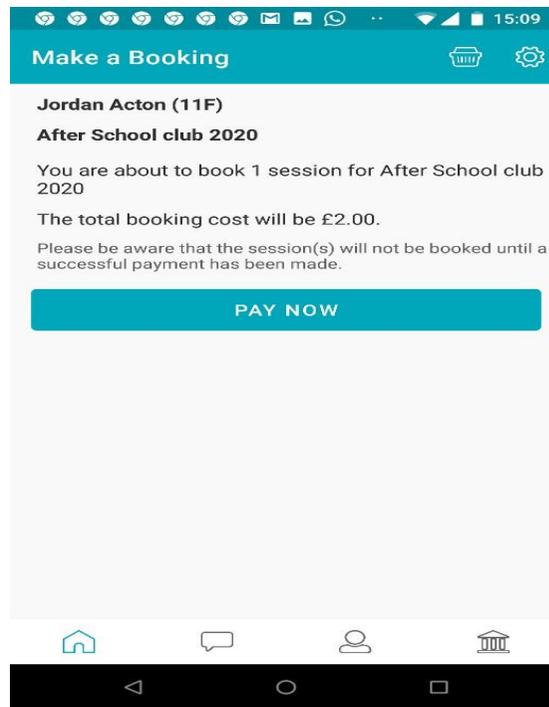


The Orchard Club @ St Dunstan's Catholic School

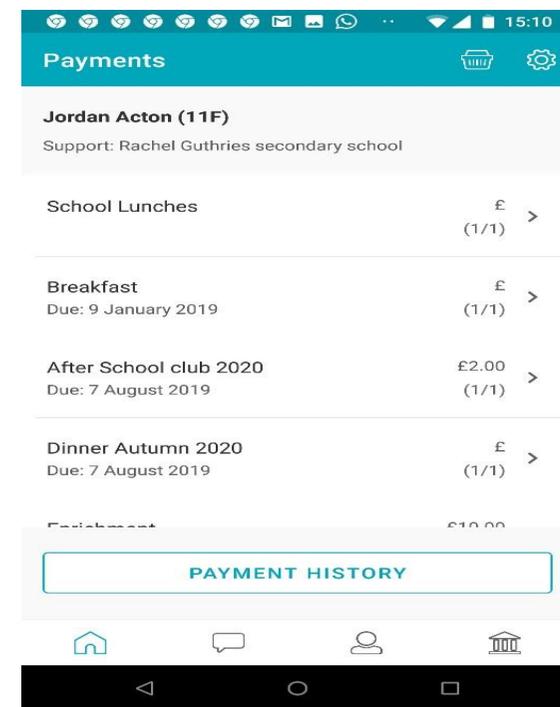
As we grow with God, we learn from each other.



Select the dates required and click on **Make a Booking**



Click on **Pay Now**



Click on the relevant Club to make **payment.**



The Orchard Club @ St Dunstan's Catholic School

As we grow with God, we learn from each other.

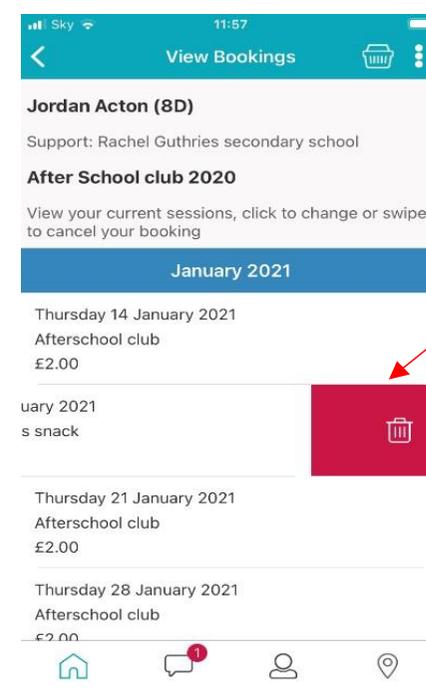
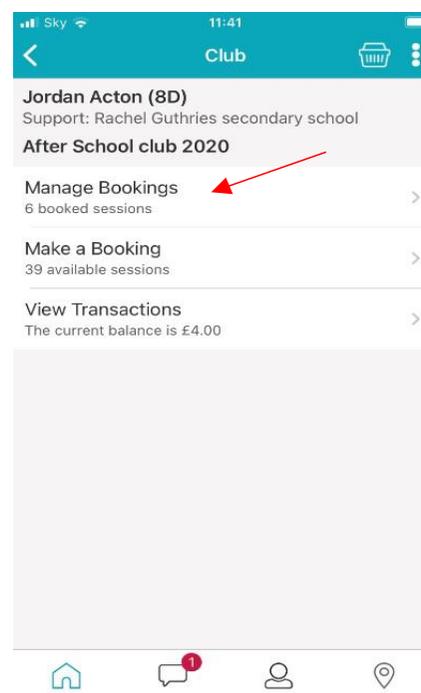
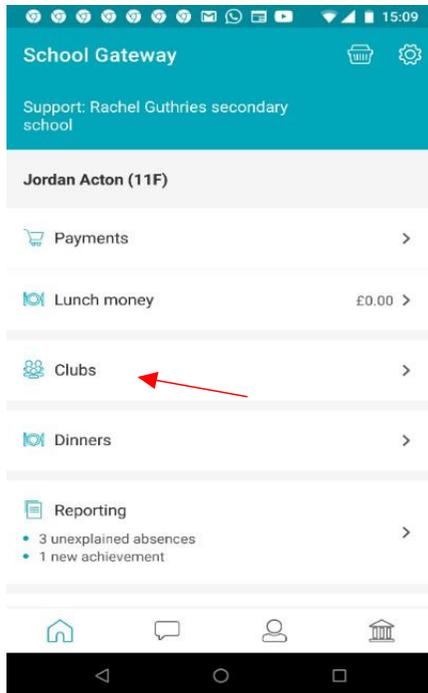


Cancel/amend a Club Booking

When a booking is cancelled a credit will be applied to the clu balance to reverse the charge that was created when the booking was made. When a booking is changed a credit will be applied to the balance to reverse the charge that was created when the booking was made, and a new charge will be applied.

To Cancel or amend a Club booking on the APP

- Click on Clubs
- Click on the club you want to cancel the session on
- Click on Manage Bookings
- Find the date you want to cancel and swipe from right to left
- Click on the Bin icon to delete and click on Yes to confirm



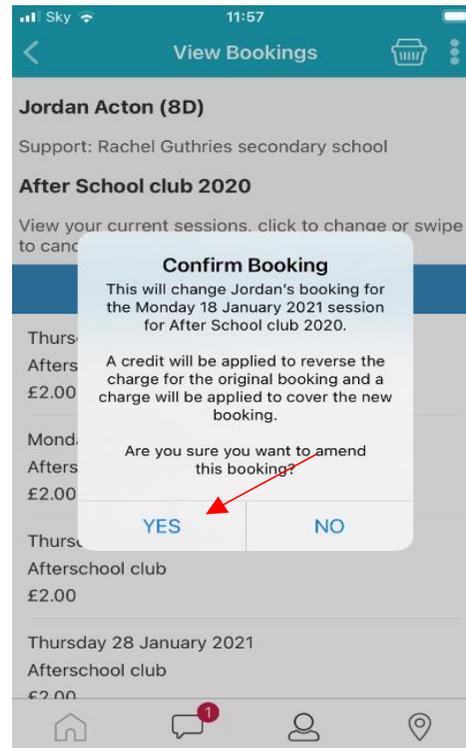
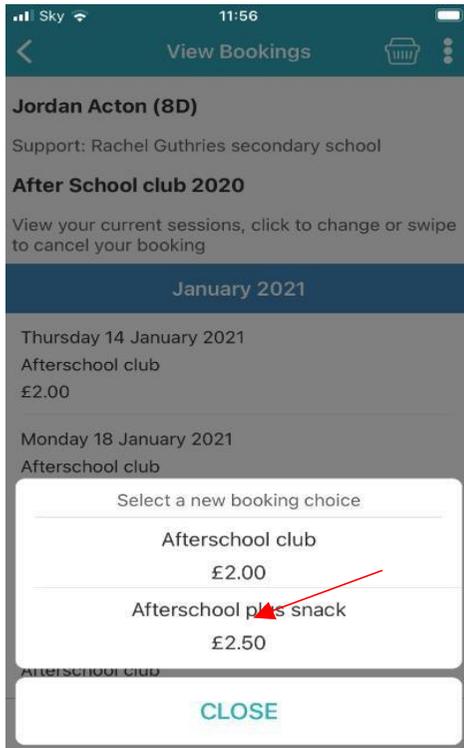


The Orchard Club @ St Dunstan's Catholic School

As we grow with God, we learn from each other.



- The booking choice will then update



- Or if you want to change the booking choice (if the club has more than one booking choice) you can click on the session and you will be given the option to select an alternative booking choice.
- Once selected click Yes to confirm the booking



The Orchard Club @ St Dunstan's Catholic School

As we grow with God, we learn from each other.



To cancel a Club booking on the web version of School Gateway:

- Click on the Club you want to cancel the session on
- Find the session on the calendar you want to cancel
- You will then see two icons on the session, a Bin and a Pencil, to cancel the session please click on the Bin icon and click yes to confirm

The screenshot shows the School Gateway interface for a student named Jordan Acton (8D). The main page displays a calendar for 'After School club 2020' with a current balance of £3.50. The calendar shows sessions from Monday to Sunday, with some sessions marked as 'Booked' and others as 'Available'. A red arrow points to a 'Booked' session on Thursday, 21 Jan 2021. A 'Cancel Booking' dialog box is open, asking 'Are you sure you want to cancel this booking?' with a 'YES' button highlighted by a red arrow.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Jan 2021	12 Jan 2021	13 Jan 2021	14 Jan 2021 Booked Afterschool club £2.00	15 Jan 2021	16 Jan 2021	17 Jan 2021
18 Jan 2021 Booked Afterschool plus snack £2.50	19 Jan 2021 Available Click to select	20 Jan 2021 Available Click to select	21 Jan 2021 Booked Afterschool club £2.00	22 Jan 2021	23 Jan 2021	24 Jan 2021
25 Jan 2021 Available	26 Jan 2021 Available	27 Jan 2021 Available	28 Jan 2021 Booked	29 Jan 2021	30 Jan 2021	31 Jan 2021

- To change the booking choice (if the club has more than one booking choice) you can click on the Pencil and you will be given the option to select an alternative booking choice



The Orchard Club @ St Dunstan's Catholic School

As we grow with God, we learn from each other.



- Once selected click Yes to confirm the booking

Home > Jordan Acton (8D) - Clubs

Schoolgateway

Welcome, Jayne Acton | [Change PIN](#) | [Sign out](#)

HOME PAYMENT HISTORY ABOUT ME SCHOOL DETAILS

Home > Jordan Acton (8D) - Clubs

Jordan Acton (8D) STUDENT DETAILS

After School club 2020
The current balance is £3.50

Top up

Jordan is currently booked onto 6 future sessions.

Select sessions by clicking on the days below

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Jan 2021	12 Jan 2021	13 Jan 2021	14 Jan 2021 Booked Afterschool club £2.00	15 Jan 2021	16 Jan 2021	17 Jan 2021
18 Jan 2021 Booked Afterschool plus snack £2.50	19 Jan 2021 Available Click to select	20 Jan 2021 Available Click to select	21 Jan 2021 Booked Afterschool club £2.00	22 Jan 2021	23 Jan 2021	24 Jan 2021
25 Jan 2021	26 Jan 2021	27 Jan 2021	28 Jan 2021	29 Jan 2021	30 Jan 2021	31 Jan 2021

Home > Jordan Acton (8D) - Clubs

Jordan Acton (8D) STUDENT DETAILS

After School club 2020
The current balance is £3.50

Top up

Jordan is currently booked onto 6 future sessions.

Select sessions by clicking on the days below

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Jan 2021	12 Jan 2021	13 Jan 2021	14 Jan 2021 Booked Afterschool club £2.00	15 Jan 2021	16 Jan 2021	17 Jan 2021
18 Jan 2021 Booked Afterschool plus snack £2.50	19 Jan 2021 Available Click to select	20 Jan 2021 Available Click to select	21 Jan 2021 Booked Afterschool club £2.00	22 Jan 2021	23 Jan 2021	24 Jan 2021
25 Jan 2021 Available Click to select	26 Jan 2021 Available Click to select	27 Jan 2021 Available Click to select	28 Jan 2021 Booked Afterschool club £2.00	29 Jan 2021	30 Jan 2021	31 Jan 2021

BOOKING CHOICES

- Afterschool club £2.00
- Afterschool plus snack £2.50

Home > Jordan Acton (8D) - Clubs

Jordan Acton (8D) STUDENT DETAILS

After School club 2020
The current balance is £3.50

Top up

Jordan is currently booked onto 6 future sessions.

Select sessions by clicking on the days below

SELECT ALL UNSELECT ALL BOOK SELECTED SESSIONS

Change Booking

This will change Jordan's booking for After School club 2020. A credit will be applied to reverse the charge for the original booking and a charge will be applied to cover the new booking.

Are you sure you want to amend this booking?

YES

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Jan 2021	12 Jan 2021	13 Jan 2021	14 Jan 2021 Booked Afterschool club £2.00	15 Jan 2021	16 Jan 2021	17 Jan 2021
18 Jan 2021 Booked Afterschool plus snack £2.50	19 Jan 2021 Available Click to select	20 Jan 2021 Available Click to select	21 Jan 2021 Booked Afterschool club £2.00	22 Jan 2021	23 Jan 2021	24 Jan 2021
25 Jan 2021 Available Click to select	26 Jan 2021 Available Click to select	27 Jan 2021 Available Click to select	28 Jan 2021 Booked Afterschool club £2.00	29 Jan 2021	30 Jan 2021	31 Jan 2021