

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.

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School Gateway		Clubs		Club	@ Ø
Support: Rachel Guthries secondary school		Jordan Acton (11F)		Jordan Acton (11F) Support: Rachel Guthries secondary school After School club 2020	
Jordan Acton (11F)		After School club 2020	£0.00 >	View Bookings No Booked sessions	>
V Payments	>	Basketball	-£50.00 >	Make a Booking	>
🕅 Lunch money	£0.00 >	book	-£62.00 >	View Transactions The current balance is £0.00	>
a Clubs	>	Breakfast Club 2020	£0.00 >		
Dinners	>	Enrichment	-£10.00 >		
-		football	£10.00 >		
 Reporting 3 unexplained absences 1 new achievement 	>	school of rock	£0.00 >		
		swimmina enrichment	£0.00 >		
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Click into the Clubs tab

Select the required Club

Click on make a Booking

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Make a Booking			<u>نې</u>							
Jordan Acton (11F) After School club 2020										
Please select the sessions	Please select the sessions you would like to book									
Booking choice: Afterscho	ol club £2.00)								
MAKEA	BOOKING									
April	2020									
Tuesday 28 April 2020										
Wednesday 29 April 2020										
Thursday 30 April 2020										
Мау	2020									
Friday 01 May 2020										
Monday 04 May 2020										
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Select the dates required and click on Make a Booking

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Make a Bo	oking		٤ ٦	್ಲಿ
ordan Acton	(11F)			
After School	club 2020			
You are about 2020	to book 1 se	ession for Afte	er School cli	du
The total boo	king cost will	be £2.00.		
Please be awar	e that the sess	sion(s) will not b	e booked unt	il a
successful pays	nent nas been	made.		
	PAY	NOW		
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Click on Pay Now

		5:10
Payments		ক্ট্ৰ
Jordan Acton (11F) Support: Rachel Guthries secondary school		
School Lunches	£ (1/1)	>
Breakfast Due: 9 January 2019	£ (1/1)	>
After School club 2020 Due: 7 August 2019	£2.00 (1/1)	>
Dinner Autumn 2020 Due: 7 August 2019	£ (1/1)	>
F asiakasant	£10.00	
PAYMENT HISTORY		
	<u>100</u>	Ì

Click on the relevant Club to make payment.



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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

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School Gateway	\$ \$	Clubs	\$ \$	<	Club	🐨 🚦	<	View Bookin	gs 🐨 🖁	
Support: Rachel Guthries secondary school		Jordan Acton (11F) Jordan Acton (11F) Jordan Acton (8D) Support: Rachel Guthries secondary school After School July 2020				Jordan Acton (8D)				
Jordan Acton (11F)		After School club 2020	£0.00 >	Manage Bookings			After School club 2020			
☐ Payments	>	Basketball	-£50.00 >	6 booked sessions		/	View your cu to cancel you	rrent sessions, click ur booking	to change or swipe	
40 · 2)	 ■ [3. 			Make a Booking 39 available sessions		>		January 20:	21	
🕅 Lunch money	£0.00 >	book	-£62.00 >	View Transactions	4.00	>	Thursday 14	1 January 2021		
Se Clubs	>	Breakfast Club 2020	£0.00 >	The current balance is a	-4.00		Afterschool £2.00	club		
Dinners	>	Enrichment	-£10.00 >				uary 2021 s snack		圃	
	,	football	£10.00 >							
Reporting							Thursday 2 Afterschool	1 January 2021 club		
 3 unexplained absences 1 new achievement	,	school of rock	£0.00 >				£2.00			
		swimmina enrichment	£0.00 >				Thursday 23	8 January 2021		
	創		2 🟛				£2.00		0.094 50000	
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The Orchard Club @ St Dunstan's Catholic School

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The booking choice will then update

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🗙 View Bookings 🐨 🕯	< View Bookings	< View Bookings				
Jordan Acton (8D)	Jordan Acton (8D)	Jordan Acton (8D)				
Support: Rachel Guthries secondary school	Support: Rachel Guthries secondary school	Support: Rachel Guthries secondary school				
After School club 2020	After School club 2020	After School club 2020				
View your current sessions, click to change or swipe to cancel your booking	View your current sessions. click to change or swipe to canc	View your current sessions, click to change or swipe to cancel your booking				
January 2021	This will change Jordan's booking for the Monday 18 January 2021 session	January 2021				
Thursday 14 January 2021 Afterschool club £2.00	Thurs for After School club 2020. Afters A credit will be applied to reverse the charge for the original booking and a charge will be applied to cover the new booking.	Thursday 14 January 2021 Afterschool club £2.00				
Monday 18 January 2021 Afterschool club	Mond. Are you sure you want to amend Afters this booking?	Monday 18 January 2021 Afterschool plus snack				
Select a new booking choice	£2.00	£2.50				
Afterschool club £2.00	YES NO Thurst Afterschool club £2.00 E2.00	Thursday 21 January 2021 Afterschool club £2.00				
£2.50	Thursday 28 January 2021 Afterschool club	Thursday 28 January 2021 Afterschool club				
CLOSE						

- 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



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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



• 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



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• Once selected click Yes to confirm the booking

School	lgatewa	ay			Welcome, Jayne Ac	Cton <u>Change PIN</u> <u>Sign out</u>	Home > Jordan Acton	(8D) - Clubs					10
	8			HOME	PAYMENT HISTORY A	BOUT ME SCHOOL DETAILS		lan Acton (8D)		🖽 🛒 🕕	E 101 O	● 🛛 💇	STUDENT DETAILS ¥
Home > Jordan Actor	n (8D) - Clubs												
	rdan Acton (8D)	\checkmark	🏾 🖽 🛒 🕕		⊙ ⊽ ⊄	STUDENT DETAILS V	After School The current bala	club 2020 nce is £3.50					
After Schoo	l club 2020						Top up						
The current bala	ance is £3.50						Jordan is cur	rently booked	i onto 6 future	sessions.		Colort	accione hu elicitine
Тор ир							COLOCE AND					on	the days below
Jordan is cu	irrently booked	d onto 6 future	sessions.		Select s	essions by clicking	SELECT ALL	Tunder	Madenadari	Thursday	Factors	Caburday	Curden
SELECT ALL	UNSELECT ALL				BOOK S	ELECTED SESSIONS	11 Jan 2021	12 Jan 2021	13 Jan 2021	14 Jan 2021.	BOOKING CHO	ICES	21
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday				Booked Afterschool club £2.00	Afterschool o	dub	£2.00
11 Jan 2021	12 Jan 2021	13 Jan 2021	14 Jan 2021 Booked Afterschool club	15 Jan 2021	16 Jan 2021	17 Jan 2021	18 Jan 2021	19 Jan 2021	20 Jan 2021	21 Jan 2021	Afterschool	orus snack	£2.50
18 Jan 2021	10 Jan 2021	20 Jan 2021	£2.00	22 100 2021	22 Jan 2021	24 Jan 2021	Afterschool plus sn E2.50	Click to select	Click to select	Afterschool club £2,00	4		
Booked Afterschool plus st £2.50	Available Click to select	Available Click to select	Booked Afterschool club E2.00	22 381 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
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				Jordan Acto		🗹 🖨 🛒 (() E 161 6	0 √ ₫	🔆 STUDENT DETAI	LS *			
			Тор с	ip .									
						6 future sessions.		Select	sessions by clickin	0			
			SELE	CT ALL UNSEL	Change Br	ooking		on	the days below				
			Mond	ay Tues	day This will cha	inge Jordan's booking for Afte	er School club 2020. A cre	dit will					
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