

Wraparound (Breakfast & Tea Club) can be booked on a Daily, Weekly, Calendar Month or Termly basis.

- If the session pattern changes each week, book Daily or Weekly
- If the session pattern is the same each week, you can book weekly, monthly or termly

You must have sufficient funds in your account to book (see page 5 for topping your account up by card or childcare voucher).

All sessions must be pre-booked in advance as we must ensure the correct staffing levels and that enough food is provided.

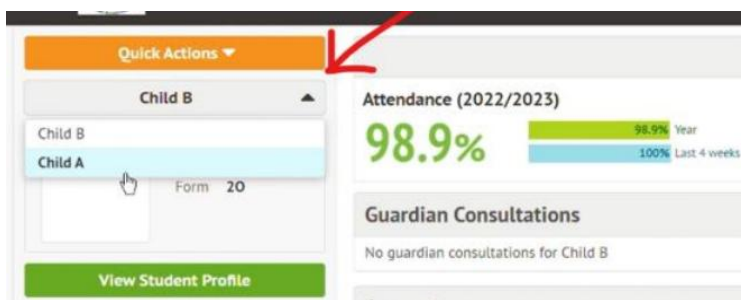
- The cut off for pre-booking Breakfast Club is 16 hours before the session (3.45pm the day before)
- The cut off for pre-booking Tea Club is 24 hours before the session
 - We can take one-off emergency bookings after this time, **if** spaces are available

Sessions can be cancelled by emailing the school office on stcc@stcc.bwcet.com, so there is a record of the cancellation.

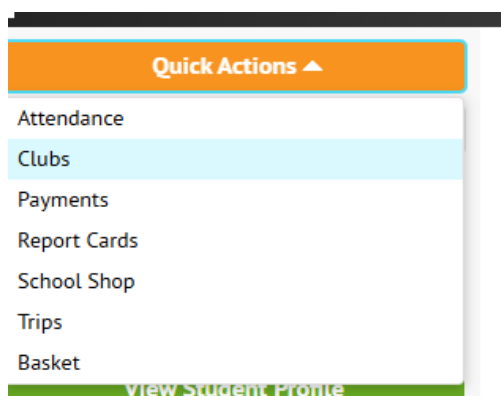
- Cancellation of **more than** 24 hours' notice – no charge will be applied
- Cancellation of **less than** 24 hours' notice – you will still be charged for the session (as staffing and food will have already been arranged).

How to register and pre-book your child's sessions:

1. Log into Arbor (this might look slightly different in app vs web browser)
2. Select child – if you have more than one child at school you need to repeat the following steps for each child attending the club.



3. Select **'Quick Actions'** (orange) to view the drop-down menu. Select the 'Clubs' options



- Click on **'Breakfast Club'** or **'Tea Club'** for the current academic year

School Clubs

is Registered For These Clubs (2025/2026)

Emily isn't a member of any club yet in 2025/2026. Take a look at the clubs open to Emily below.

Can be Registered For These Clubs (2025/2026)

| | |
|-----------------------------------|---|
| Breakfast Club (2025/2026) | <p>Club description: Breakfast Club: 7.45 - 8.45am, Mon-Fri Breakfast is served from 7.45am - 8.15am</p> <p>Timetable: Mondays: 07:45 - 08:45 (02 Sep 2025 - 31 Aug 2026, term-time only) Tuesdays: 07:45 - 08:45 (02 Sep 2025 - 31 Aug 2026, term-time only) Wednesdays: 07:45 - 08:45 (02 Sep 2025 - 31 Aug 2026, term-time only) Thursdays: 07:45 - 08:45 (02 Sep 2025 - 31 Aug 2026, term-time only) Fridays: 07:45 - 08:45 (02 Sep 2025 - 31 Aug 2026, term-time only)</p> |
| Tea Club (2025/2026) | <p>Club description: After-school wraparound care: Monday-Thursday, 15:15 - 17:30 & Friday, 15:15-16:30</p> <p>Timetable: Mondays: 15:15 - 17:30 (02 Sep 2025 - 31 Aug 2026, term-time only) Tuesdays: 15:15 - 17:30 (02 Sep 2025 - 31 Aug 2026, term-time only) Wednesdays: 15:15 - 17:30 (02 Sep 2025 - 31 Aug 2026, term-time only) Thursdays: 15:15 - 17:30 (02 Sep 2025 - 31 Aug 2026, term-time only) Fridays: 15:15 - 16:30 (02 Sep 2025 - 31 Aug 2026, term-time only)</p> |

- Select

Register Child for this club

- A pop-up menu will appear and you need to click on **'Choose Membership Option'** and select whether you want to book **Daily** (adhoc days), **Weekly**, **Monthly** or **Termly** in advance:

« Back
Register
for Club

Club Overview

| | |
|-------------------------------|--|
| Name | Tea Club |
| Description | After-school wraparound care: Monday-Thursday, 15:15 - 17:30 & Friday, 15:15-16:30 |
| Club price per session | Monday: £10.00 for 15:15-17:30 session interval Monday: £5.00 for 15:15-16:30 session interval Monday: £5.00 for 16:15-17:30 session interval Tuesday: £10.00 for 15:15-17:30 session interval Tuesday: £5.00 for 15:15-16:30 session interval Tuesday: £5.00 for 16:15-17:30 session interval Wednesday: £10.00 for 15:15-17:30 session interval Wednesday: £5.00 for 15:15-16:30 session interval Wednesday: £5.00 for 16:15-17:30 session interval Thursday: £10.00 for 15:15-17:30 session interval Thursday: £5.00 for 15:15-16:30 session interval Thursday: £5.00 for 16:15-17:30 session interval Friday: £5.00 for 15:15-16:30 session interval |

Choose Membership

Choose membership option*

Monthly Tea Club ⊕ ▼

Daily Tea Club

Weekly Tea Club

Monthly Tea Club ✓

Termly Tea Club

- Click **'Next'**
- The next pop-up screen will give you the option to select the days / weeks / calendar month / term you require

Club Overview

| | |
|-----------------------------------|--|
| Name | Tea Club |
| Description | After-school wraparound care: Monday-Thursday, 15:15 - 17:30 & Friday, 15:15-16:30 |
| Selected membership option | Weekly Tea Club (Sign-up cut-off: 24 hours before session starts) |
| Club price per session | Monday: £10.00 for 15:15-17:30 session interval Monday: £5.00 for 15:15-16:30 session interval |
| Select Membership Per | <div style="border: 1px solid #ccc; padding: 5px;"> <p>Tue, 02 Sep 2025 - Sun, 07 Sep 2025</p> <p>Mon, 08 Sep 2025 - Sun, 14 Sep 2025</p> <p>Mon, 15 Sep 2025 - Sun, 21 Sep 2025</p> <p>Mon, 22 Sep 2025 - Sun, 28 Sep 2025</p> <p>Mon, 29 Sep 2025 - Sun, 05 Oct 2025</p> <p>Mon, 06 Oct 2025 - Sun, 12 Oct 2025</p> <p>Mon, 13 Oct 2025 - Sun, 19 Oct 2025</p> <p>Mon, 20 Oct 2025 - Sun, 26 Oct 2025</p> <p>Mon, 03 Nov 2025 - Sun, 09 Nov 2025</p> <p>Mon, 10 Nov 2025 - Sun, 16 Nov 2025</p> <p>Mon, 17 Nov 2025 - Sun, 23 Nov 2025</p> <p>Mon, 24 Nov 2025 - Sun, 30 Nov 2025</p> <p>Mon, 01 Dec 2025 - Sun, 07 Dec 2025</p> </div> |
| Calendar week* | <input type="text"/> |

Cancel
Next »

- Click on all the dates / weeks / calendar months / terms you require

If a date is not available to select, that indicates that the club has reached capacity and cannot take anymore bookings. Please DO NOT send your child in without a booking.

- Click **'Next'**



11. Select the session interval for the days required (if the sessions will change each week, you will need to book Daily or Weekly).

| Club Overview | |
|-----------------------------|--|
| Name | Tea Club |
| Description | After-school wraparound care: Monday-Thursday, 15:15 - 17:30 & Friday, 15:15-16:30 |
| Selected membership periods | 13 Oct 2025 - 19 Oct 2025 |

| Select Session Interval | |
|-------------------------|--|
| Monday* | <input type="text"/> |
| Tuesday* | <input type="text" value="15:15 - 17:30"/> |
| Wednesday* | <input type="text" value="16:15 - 17:30"/> |
| Thursday* | <input type="text"/> |
| Friday* | <input type="text"/> |

12. Click **'Next'**

13. Click

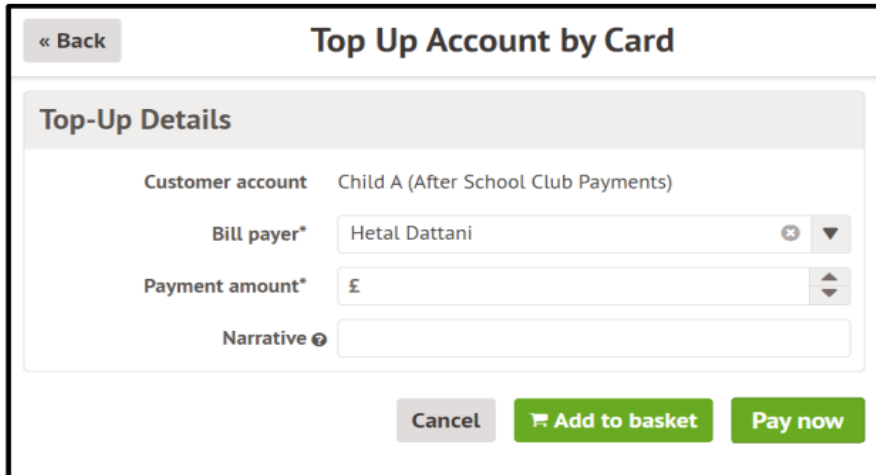
Sessions can be cancelled by emailing the school office on stcc@stcc.bwcet.com, so there is a record of the cancellation.

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How to top up your wraparound account:

Card Payments:

1. Select 
2. Add the payment amount



3. Select 'Pay Now'
4. Add card details and select 'Pay £xxx'

Paying by Childcare Vouchers:

Please arrange your childcare voucher payments **in advance** of the month/half term or term (please do not pay weekly, as this causes visibility issues of payments in the portal).

We are set up with several providers, GOV Tax Free Childcare, Edenred, Bravo, Care 4U, COOP. Just get in touch if you need any further info.

Each time a payment is made, please email the following to stcc@stcc.bwcet.com :

- Name of child:
- Amount: £0.00 (please include pence)
- Payment Date:
- The payment split breakdown if it's to be split across siblings or wraparound and additional nursery sessions

If you use GOV Tax free childcare, please also include:

- Your child's unique Code: (this is made up of 4 letters and 5 numbers, followed by TFC. For example, 'ZQXF3579TFC) voucher reference number is 2456115 – see screenshot below

If you are struggling to find the code, if you log on to the GOV.Portal it should have your children listed under that tax free section. Then click on view transactions/ then scroll down and hidden within the body of text towards the bottom of the page is the unique number.