



ARBOR Wraparound Care – How to understand your payments/invoices/sessions

- From ARBOR website log into your account
- Click Quick Actions – Clubs – Here you can see all the clubs your child is registered for or can be registered.
- Choose the clubs you want your child to attend

The screenshot shows the ARBOR website interface. At the top, there is a navigation bar with the school logo and the text "Earley St Peter's CE Primary School" and "My Items". Below this is a large orange button labeled "Quick Actions". A sidebar on the left contains a navigation menu with options like "Main Dashboard", "Profile", "Calendar", "Activities", "Trips", "Clubs", "Report Cards", "Payments", "School Shop", and "Basket". The main content area displays "School Clubs" and is divided into two sections: "Isla is Registered For These Clubs (2024/2025)" and "Isla can be Registered For These Clubs (2024/2025)".

| Isla is Registered For These Clubs (2024/2025) | |
|---|--|
| Earley St Peter's After School Club (2024/2025) | Club membership dates: 05 Sep 2024, 06 Sep 2024, 10 Sep 2024, 11 Sep 2024, 12 Sep 2024, 13 Sep 2024, 17 Sep 2024, 18 Sep 2024, 19 Sep 2024, 20 Sep 2024, 24 Sep 2024, 25 Sep 2024, 26 Sep 2024, 27 Sep 2024, 01 Oct 2024, 02 Oct 2024, 03 Oct 2024, 04 Oct 2024, 08 Oct 2024, 09 Oct 2024, 10 Oct 2024, 11 Oct 2024, 15 Oct 2024, 16 Oct 2024, 17 Oct 2024, 18 Oct 2024, 22 Oct 2024, 23 Oct 2024, 24 Oct 2024 |
| Earley St Peter's Breakfast Club (2024/2025) | Club description: Wraparound care Club membership dates: 05 Sep 2024, 06 Sep 2024, 09 Sep 2024, 10 Sep 2024, 11 Sep 2024, 12 Sep 2024, 13 Sep 2024, 16 Sep 2024, 17 Sep 2024, 18 Sep 2024, 19 Sep 2024, 20 Sep 2024, 23 Sep 2024, 24 Sep 2024, 25 Sep 2024, 26 Sep 2024, 27 Sep 2024, 30 Sep 2024, 01 Oct 2024, 02 Oct 2024, 03 Oct 2024, 04 Oct 2024, 07 Oct 2024, 08 Oct 2024, 09 Oct 2024, 10 Oct 2024, 11 Oct 2024, 14 Oct 2024, 15 Oct 2024, 16 Oct 2024, 17 Oct 2024, 18 Oct 2024, 21 Oct 2024, 22 Oct 2024, 23 Oct 2024, 24 Oct 2024 |

| Isla can be Registered For These Clubs (2024/2025) | |
|--|--|
| Friday A.S Club (2024/2025) | Timetable: Fridays: 15:15 - 18:00 (04 Nov 2024 - 23 Jul 2025, term-time only) |
| Friday Breakfast Club (2024/2025) | Timetable: Fridays: 07:30 - 08:45 (04 Nov 2024 - 23 Jul 2025, term-time only) |
| Monday A.S Club (2024/2025) | Club description: MONDAY A.S CLUB Timetable: Mondays: 15:15 - 18:00 (04 Nov 2024 - 23 Jul 2025, term-time only) |
| Monday Breakfast Club (2024/2025) | Timetable: Mondays: 07:30 - 08:45 (04 Nov 2024 - 23 Jul 2025, term-time only) |
| Thursday A.S Club | Timetable: |

Monday A.S Club (2024/2025)

Registration status: Congratulations, Isla is registered for Monday A.S Club (2024/2025)! Check the details below. Contact the school's office if you have any questions or requests.

| | |
|---|---------|
| Total number of sessions Isla is registered for | 8 |
| Total number of sessions Isla attended | 0 |
| Current wraparound care club balance | £273.20 |
| Total spent | £203.40 |

Memberships for Isla: No memberships

Club Details:

| | |
|------------------------|---|
| Description | MONDAY A.S CLUB |
| Club price per session | Monday: £11.30 for 15:15:00-18:00:00 session interval |

Club Timetable

- Register your child for this club
- New window will open

Register for Club

Club Overview

| | |
|------------------------|---|
| Name | Monday A.S Club |
| Description | MONDAY A.S CLUB |
| Club price per session | Monday: £11.30 for 15:15:00-18:00:00 session interval |

Choose Membership

Choose membership option*

Cancel Next >

- To view booked sessions go to Payments – Invoices
- Here you will see booked sessions by date.
- All sessions will say paid as this is how the Club was set up, **this does not mean they have been paid.**

| Invoices | |
|-------------|--|
| 07 Jan 2025 | Account: Wraparound Care Amount: £6.50 Items: Thursday Breakfast Club (2024/2025) - Thu, 03 Apr 2025, 07:30-08:45 session interval Status: Paid |
| 07 Jan 2025 | Account: Wraparound Care Amount: £6.50 Items: Thursday Breakfast Club (2024/2025) - Thu, 27 Mar 2025, 07:30-08:45 session interval Status: Paid |
| 07 Jan 2025 | Account: Wraparound Care Amount: £6.50 Items: Thursday Breakfast Club (2024/2025) - Thu, 20 Mar 2025, 07:30-08:45 session interval Status: Paid |
| 07 Jan 2025 | Account: Wraparound Care Amount: £6.50 Items: Thursday Breakfast Club (2024/2025) - Thu, 13 Mar 2025, 07:30-08:45 session interval Status: Paid |
| 07 Jan 2025 | Account: Wraparound Care Amount: £6.50 Items: Thursday Breakfast Club (2024/2025) - Thu, 06 Mar 2025, 07:30-08:45 session interval Status: Paid |

- To view payments owed – Payments – Active Payments

| Active Payments | | |
|-----------------|---|---|
| Wraparound Care | Account: [Redacted] Account balance: £273.20 | Click to top up account |
| Meals | Account: [Redacted] Account balance: £0.00 | Click to top up account |

- Arrow across – new window opens
- As all booking were booked for this term by the admin team they will show under one date and not all dates booked, this won't happen going forward, when you will book your own sessions online for your child.

| Week beginning 06 Jan 2025: £32.50 | |
|------------------------------------|--------|
| Monday | £0.00 |
| Tuesday | £32.50 |
| Wednesday | £0.00 |
| Thursday | £0.00 |
| Friday | £0.00 |

- Arrow over

Payments

| | |
|--|-------|
| Thursday Breakfast Club (2024/2025) - Thu, 06 Mar 2025, 07:30- 08:45 session interval | £6.50 |
| Thursday Breakfast Club (2024/2025) - Thu, 13 Mar 2025, 07:30- 08:45 session interval | £6.50 |
| Thursday Breakfast Club (2024/2025) - Thu, 20 Mar 2025, 07:30- 08:45 session interval | £6.50 |
| Thursday Breakfast Club (2024/2025) - Thu, 27 Mar 2025, 07:30- 08:45 session interval | £6.50 |
| Thursday Breakfast Club (2024/2025) - Thu, 03 Apr 2025, 07:30- 08:45 session interval | £6.50 |

- To Top up your account/make a payment
- Top righthand corner of the payment page you will see a green Top Up Account Button

🏠 Isla's page / 📄 Payments / 📄 Wraparound Care / 📄 Payments 🔗

Spring Term 2024-2025 Total Payments: £32.50

Term Spring Term 2024-2025 2025 ▼

Top up account

View All Sections ▼

- **Arrow over**

- If you pay with childcare vouchers – please continue to pay your share of the account and our finance assistant will allocate the childcare voucher to your account once received.
- To see what you've paid – select - Top- Ups

FAQ

Why can't I see my invoice?

Arbor does not generate invoices, if you need more clarity on your payments or the sessions booked please follow the above instructions. If you require an invoice please email espclub@earley-st-peters.wokingham.sch.uk Please note this must be created by the Club admin and may take 3-5 business days to generate.

Why are all my session grouped on one day?

This is because previously the admin team booked all your child's sessions for you, and this would have been done on a specific date or dates. This does not mean the bookings are all for one day or even that day.

Why do all my sessions say paid?

Your session say paid, as this is how the club was set up, to allow all sessions to be booked by the admin team. This does not mean your session is paid.

How will Club bookings be managed going forward?

Bookings will be open to parents to book and manage on Arbor as per the instructions attached. To make a booking your account must be at zero balance. To make a booking on Arbor you must do so before the 24 hour window closes eg If you need to book your child in for club on Wednesday please do so on Monday. If you have missed this window please email espclub@earley-st-peters.wokingham.sch.uk or phone the School admin office.