



Online booking system

At Brabyns we employ an online booking system called **SchoolsBuddy**. This system is used for the management, parental consent and booking of the following: School trips; Early Birds; Stay & Play; Clubs; Parent Evening appointments and management of Sports fixtures. **NB:** At the present time, we do not have the facility for online payments. Therefore, the current charging system will remain in place until further notice.

Wraparound Care

All Wraparound Care **must** be booked in advance, using Schools Buddy. Parents may book sessions **online up to 4.30 pm** the day before the care is required. For staff planning purposes, same day bookings will only be accepted in exceptional circumstances and these will need to be booked over the phone by contacting the Admin staff – telephone 0161 427 2395.

Please note that there are 3 time slots for Wraparound that are charged at different rates. At present, you will need to select 2 separate time slots if you are collecting up to 5.30pm and all 3 time slots if collecting between 5.30 and 6pm

If you wish to cancel a booking please contact the school office. **NB All bookings made will be charged for unless the school received prior notice that the session is not required.**

Extra-Curricular Clubs & Activities

A list of extra-curricular clubs will be issued to parents on a termly basis and all clubs/activities will be booked through SchoolsBuddy to secure a place. Places available for clubs will be completed using a preference system that will be managed through the SchoolsBuddy system. The school will then allocate children to clubs, based on Parents' preferred choices / availability and then parents will be informed accordingly.

Trips/ Events / Sports Fixtures / Parents Evening Bookings

For the majority of local school trips consent is not required as we have a blanket consent in place for each child. However, if we need parental consent for any trips this will be managed through Schools Buddy.

Accessing SchoolsBuddy

SchoolsBuddy can be accessed via the internet or an app. A SchoolsBuddy **app** is available for download onto your phone via IOS apps or android Google Play. The fully mobile app allows access to your account when on the move The School's management Information system, iSAMs has a dynamic link to the software so that contact information is readily available. **Please ensure that we have the correct email and contact information for you.**

Activating your Schools Buddy Account

The school will send out a **Welcome email** with activation details, for all current parents. You will be required to activate your account on-line, by clicking a single link, which will ask you to enter a password. We will notify you by email when you can commence bookings using Schools Buddy.

Once your account has been activated, you will be able to see immediately any Events, Activities, Clubs or Wraparound care that your child has been enrolled on.

If you have any problems accessing SchoolsBuddy please contact the school office on **0161 427 2395** or email admin@brabynsprepschool.co.uk