**Instructions for booking the Breakfast Club and/or Extended After School Club**

1. Go to St Michaels Primary School website [www.st-michaelsprimary.co.uk](http://www.st-michaelsprimary.co.uk)
2. Go to “Links and Downloads” section at bottom of Homepage
3. Click on link for Breakfast Club or Extended After School Club
4. **To book every day for the whole of Term 1 (5th September to 20th October 2017):** you need to make a Block Booking by clicking on the “Book” icon under Breakfast Club Block or Extended After School Club Block
5. **To book individual days:** Click on the “Book” icon under Individual Breakfast Club or Individual days Extended After School Club for either 4.15-5pm or 4.15-6pm
6. The first time you book you will have to register by providing your name and email address and setting up a password. For future bookings you will be able to log in using your email address and password.
7. Check and Confirm your booking. Once you have confirmed your booking you will need to click on the Paypal icon which will direct you to Paypal to pay online.
8. Once you have booked and paid you will receive an email confirming your booking.
9. Please note that there is a 10% discount for siblings. You need to enter “SIBLING” under the Coupon section.
10. If there is a problem booking or paying please send an email with “St Michaels Primary School” in the subject heading to mark.nisbet@maidenheadunitedfc.org outlining the problem.
11. You are able to book the 3.15-4.15pm Teachers clubs using the same system using the After School Clubs link on the School website homepage.
12. You are also able to book the 3.15-4.15pm daily Magpies sports clubs using the same system using the After School Clubs link on the School website homepage.