

To reserve a place for your child in After School provision, please book through My School Portal. Instructions on how to do this are below:

1. Login into your account

https://princethorpe.myschoolportal.co.uk/login

2. Select My Pupil (click on son/daughter name) and scroll down through the list of headings on the left-hand side to find Clubs and Activities or click on the blue box on the main screen:



3. Select CS- After School:

Clubs and Activities <sup>(i)</sup>				
CS - After School Request				
	Activities <sup>(i)</sup> CS - After School Request			

4. You will see the following three options:

CS - After School <sup>(i)</sup>			
After School Provision runs from 1545 - 1745. You are	able to book:		
The first session from 1545 - 1645 - this includes a dri	nk and a biscuit.		
The second session from 1645 - 1745 - this includes to	ea. Or both sessions from 1545 -	1745.	
After School First Session - 1545 - 1645	58 sessions	£5.70 per session	Request this option
After School Second Session - 1645 - 1745	58 sessions	£5.70 per session	Request this option
After School Two Sessions - 1545 - 1745	58 sessions	£9.95 per session	Request this option



Please select the option(s) that apply for you. If your child is in a co-curricular club you will need to book them into after school if they are to go there after.

5. Once you click on an option you are able to select the dates you require:

The select Simply sele	ed option allows you to request of any date you would like to	uest specific dates request below				
ptember						
iursday	Friday	Wednesday	Thursday	Friday	Monday	Tuesday
i/09/2020,	04/09/2020,	09/09/2020,	10/09/2020,	11/09/2020,	14/09/2020,	15/09/2020,
i:45	15:45	15:45	15:45	15:45	15:45	15:45
iday	Monday	Tuesday	Thursday	Friday	Tuesday	Wednesday
i/09/2020,	21/09/2020,	22/09/2020,	24/09/2020,	25/09/2020,	29/09/2020,	30/09/2020,
i:45	15:45	15:45	15:45	15:45	15:45	15:45

Add to basket	

6. Please click on the terms and condition and add to school bill (charges will only be added to your bill after your child has attended).

Once approved these will appear in your Bookings tab:



You are able to cancel a booking on the day either through the system, emailing or phoning the school office.

Any queries do contact Mrs Tucker <a href="mailto:admin@crescentschool.co.uk">admin@crescentschool.co.uk</a>