

Booking Wraparound or Holiday Sessions.

All sessions for Wraparound and for Holiday club are to be booked online, either through the school website, or using the School Gateway app which is free to download from the app store or google play.

Using the school website choose the Payments and Wraparound Booking tab from the left hand menu.

This will take you to the screen shown below:

Click on the Schoolgateway button.



You then need to log in using the email address you have provided Bosvigo (the one you receive your weekly school newsletter on).

If you have not used the Gateway before you will need to register for a PIN number, click the grey “new user” tab and enter your email and mobile number – you will instantly receive a PIN to your mobile phone.

If you have used the Gateway, click onto the Existing User tab and load your email and PIN. (You are now set to login 24/7)



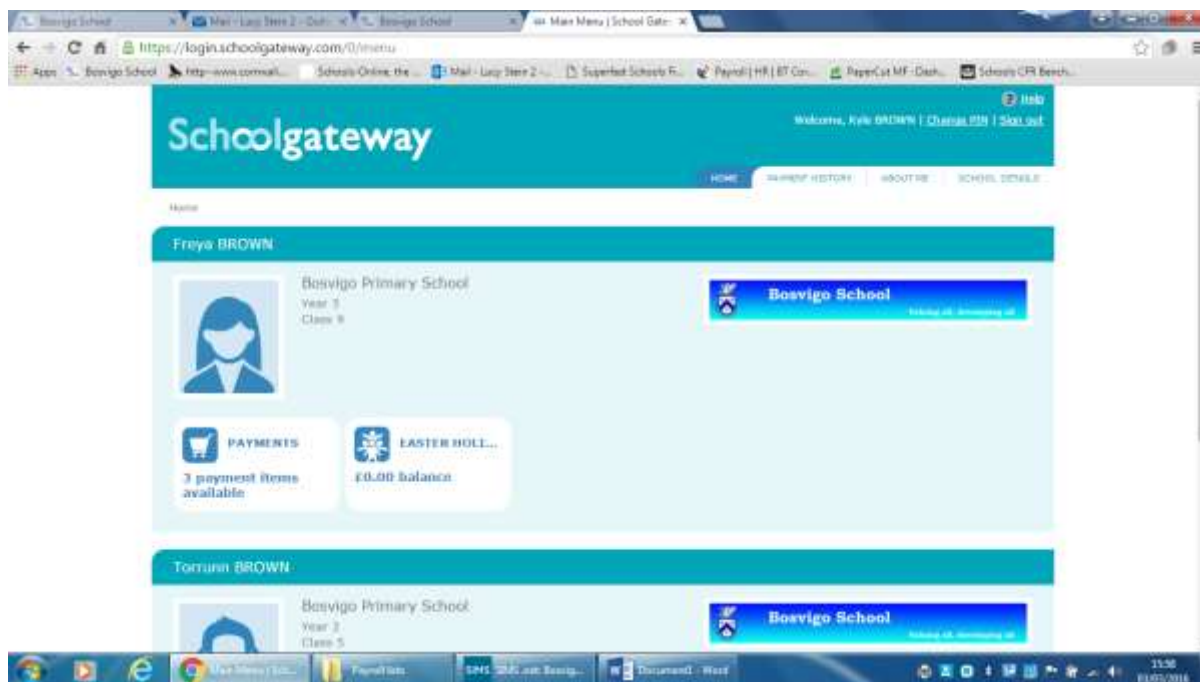
Yours Schoolgateway will open and you will be able to see your children that attend Bosvigo or your children that access the Holiday club or Wraparound.

In the example shown below you can see a “payments” option or an “Easter Holiday” option. You will soon also be able to see a “Wraparound 2016” option.

Click on the option you require.

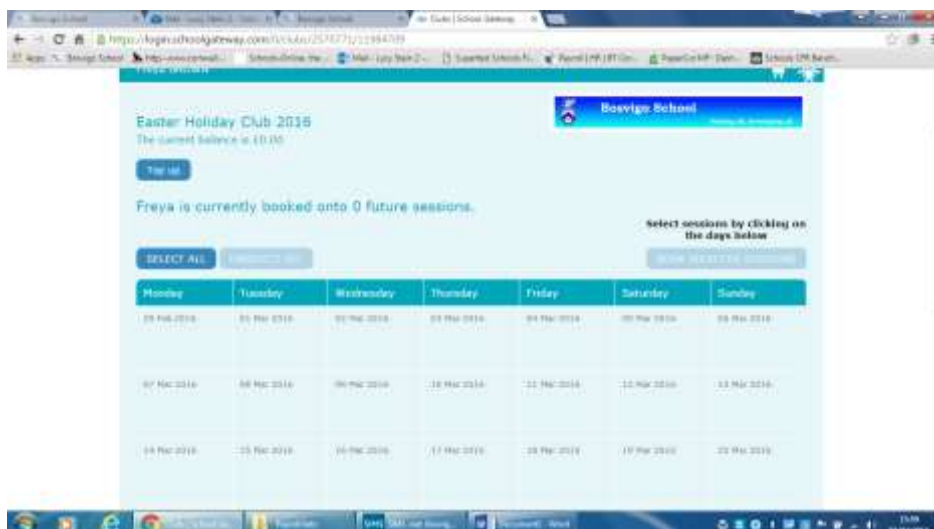
To book a place for Holiday Club:

Click on the Easter Holiday Club Button.



This will open the sessions page for you to be able to book on.

A full month is shown, so you may need to scroll down the screen to find the dates you require.

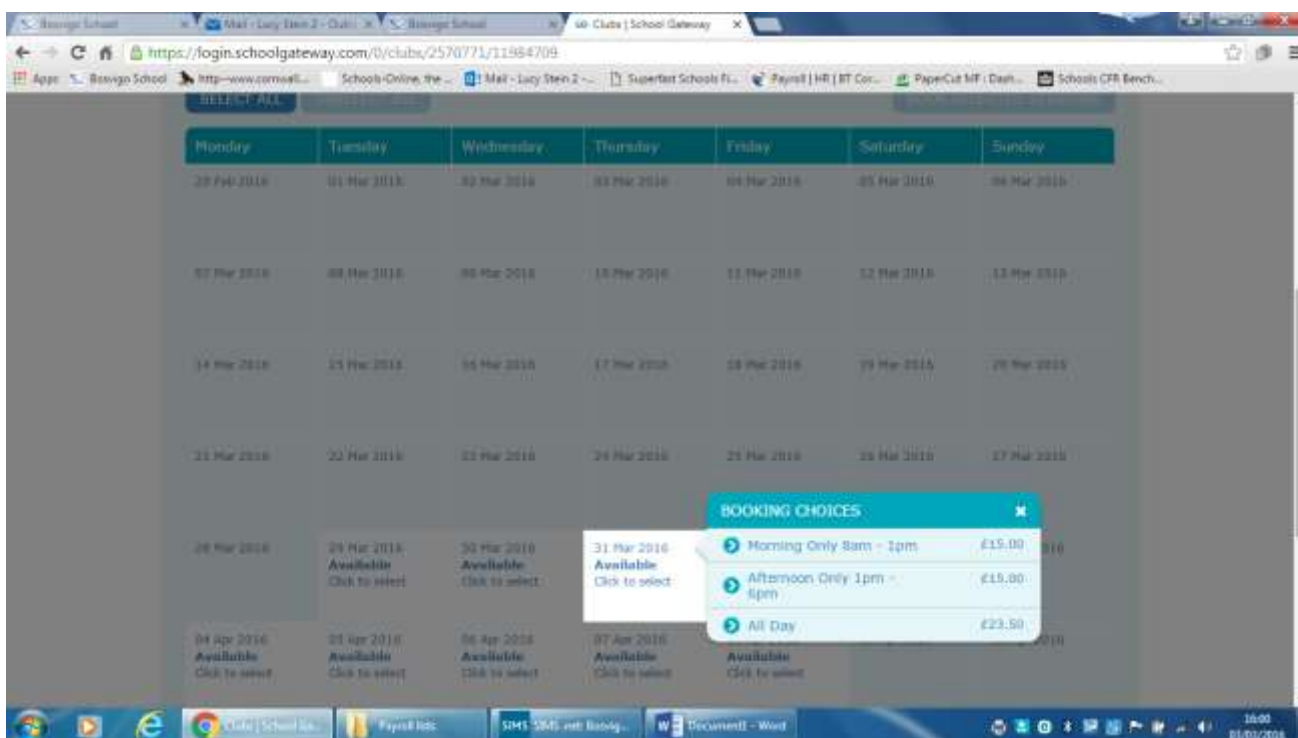


Dates that are available to book are shown in white.

Please click on the date you require to book.



Once you have clicked on the date you require you are now able to select the session you would like to book.



Once you have selected your session it will be shown on the date selected.

You can continue to book all the further sessions you require.



Once you have selected all your sessions it is important that you then **BOOK SELECTED SESSIONS**

You do this by clicking the “BOOK SELECTED SESSIONS” button at the top of the page.

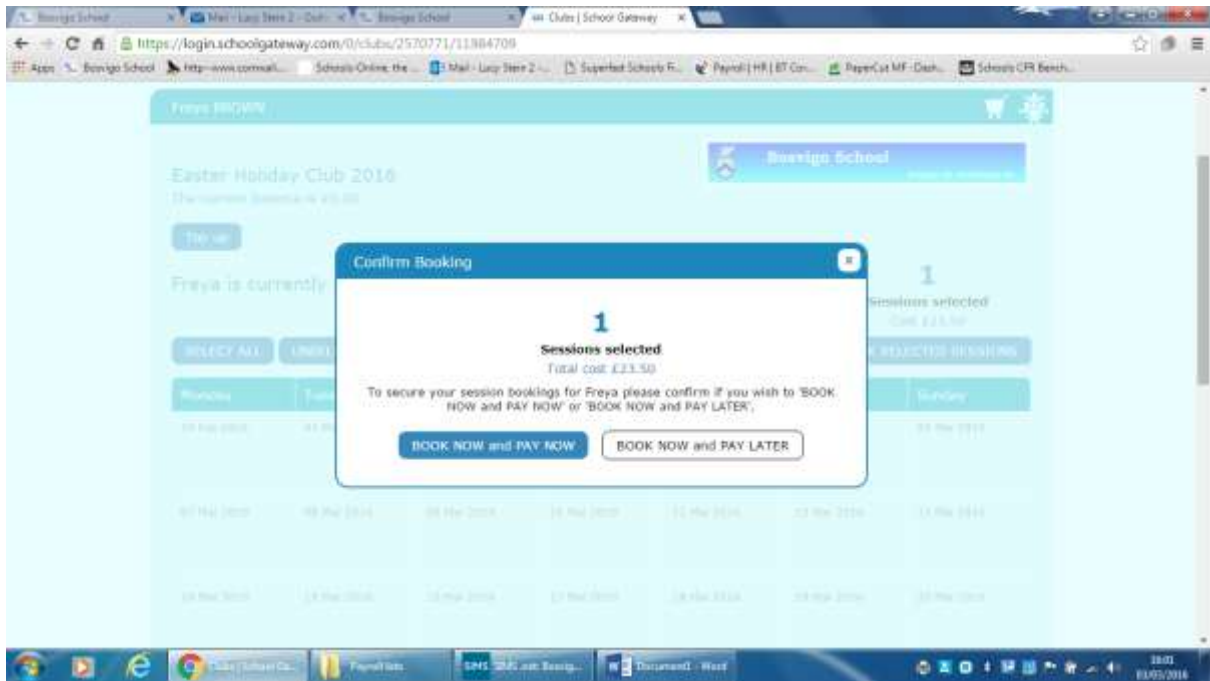
(The number of sessions you have booked are shown on the screen above the “Book Selected Sessions” button)



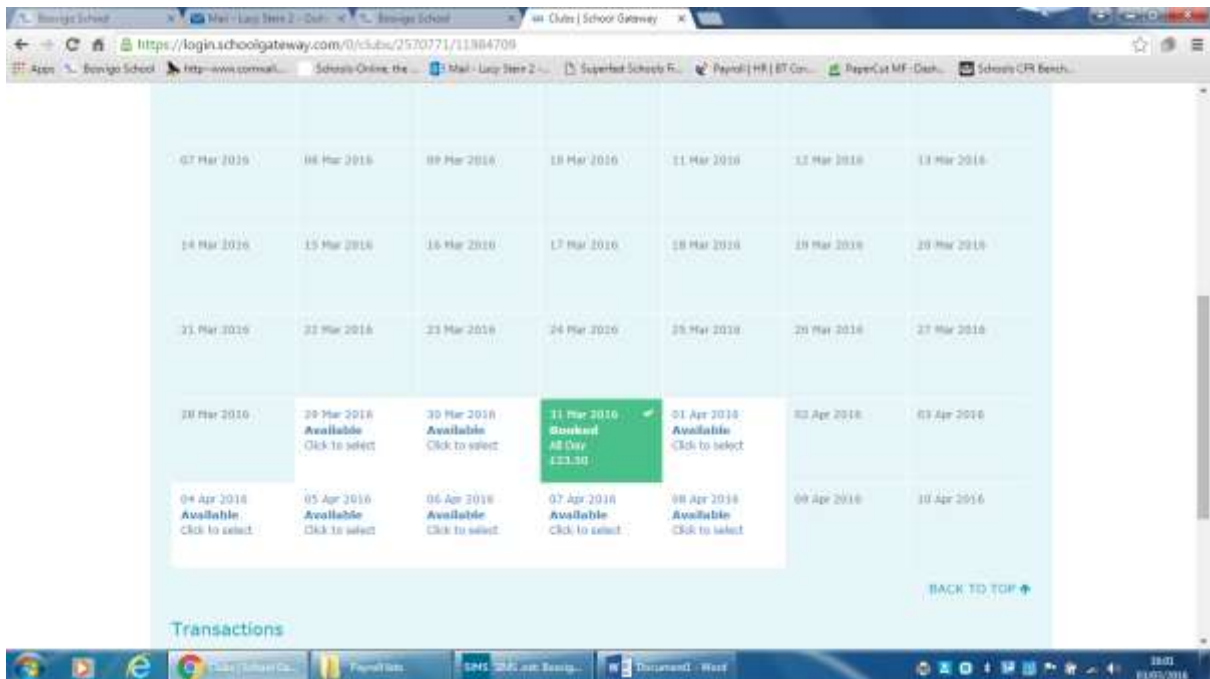
To secure your booking you are currently given the choice of “Book now and PAY NOW” or “Book now and PAY LATER”

If you use Childcare Vouchers for paying for your Wraparound or Holiday club usage please select “Book now and PAY LATER”

All other booking should select “Book now and PAY NOW”



Once you have completed the booking process, your selection is secure and confirmed, it will show as Booked. (The date will have turned green).



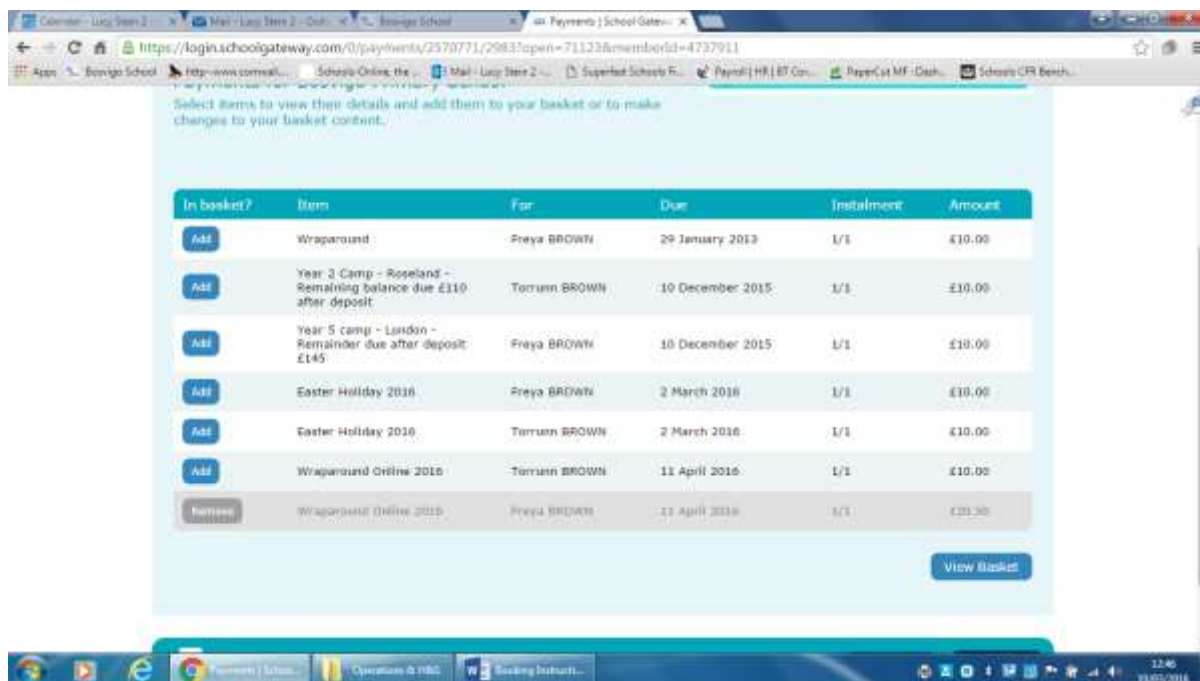
Should you need to cancel your booking please email wraparound@bosvigo.cornwall.sch.uk with 24hrs notice (before commencement of booking).

You cannot Cancel a confirmed booking – this can only be done by the Wraparound Staff

Making a Payment at the time of Booking

Paying for your booking at the time of booking will automatically add the booking cost to your “basket” and the payment will be highlighted in the payments option.

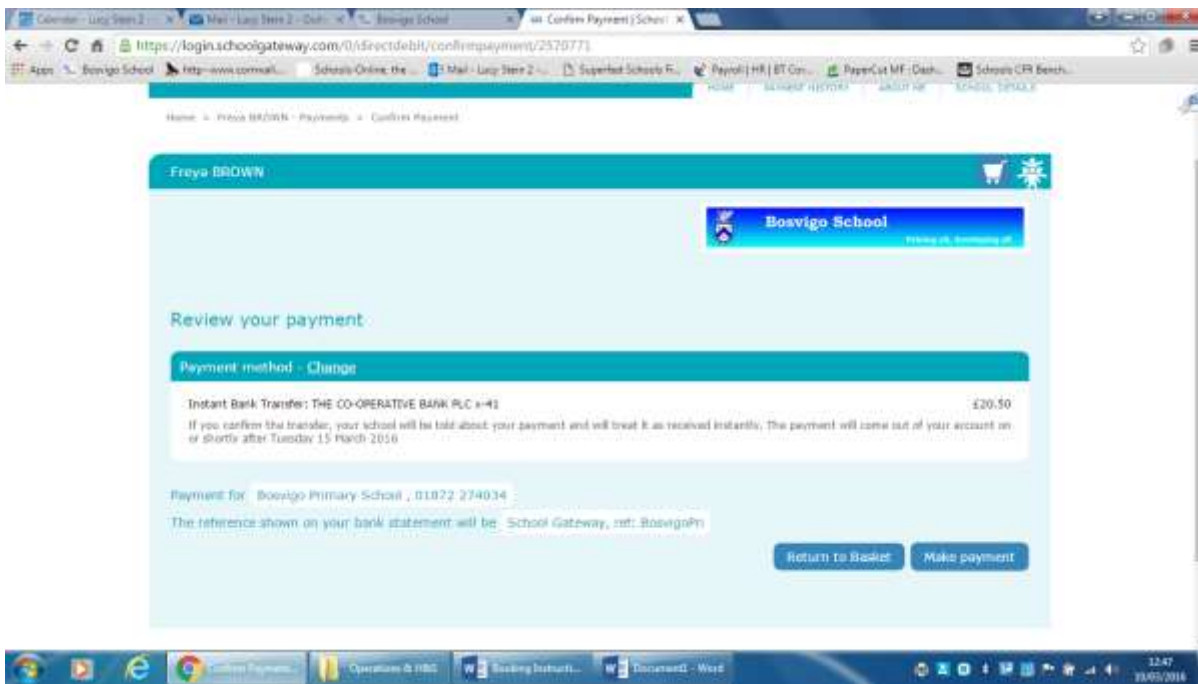
Click on the View Basket button at the bottom right of the screen.



To pay the amount showing click on the “Checkout” button



You can now enter your card /bank details or if you have done this already, click straight through and “Make Payment” using the button at the bottom right.

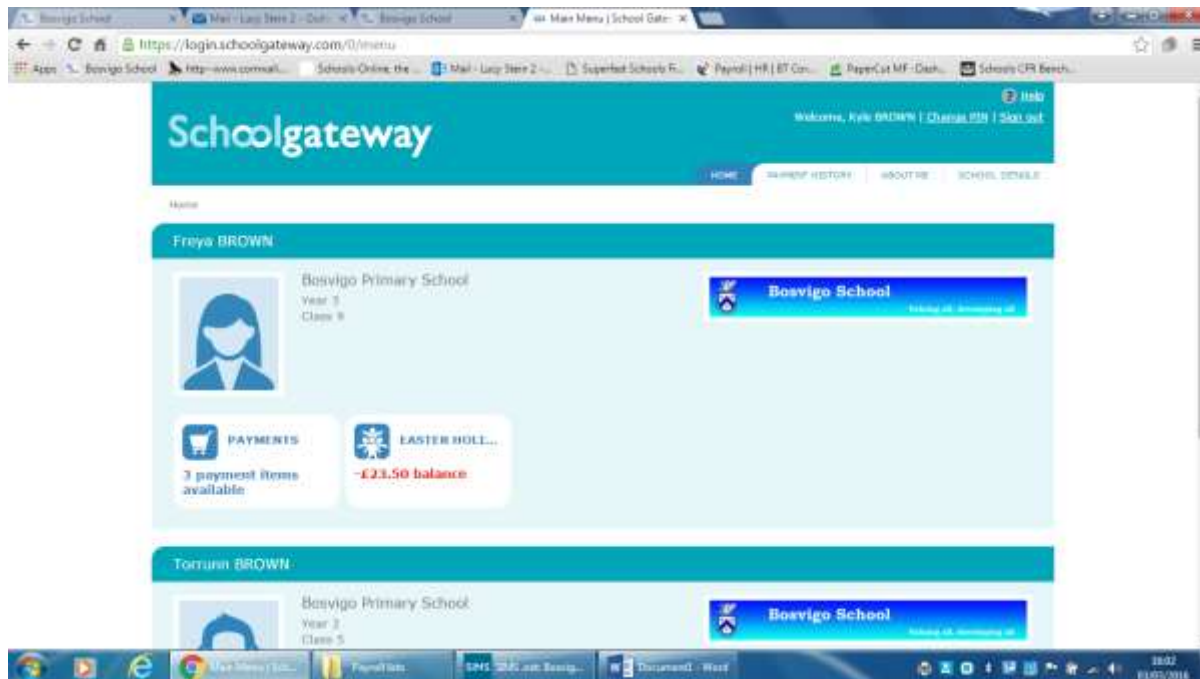


You can always review what you have booked and paid for at any point in time by clicking on the clubs button. (e.g. Warparound Online 2016 or Easter Holiday 2016)

Making a payment at a different point to making your booking

If you have not paid for your booking when you booked, it will at this point in time, still be secured and booked, and the balance due showing for you to pay. (This will change as we have completed a transition period)

You will be able to see the outstanding balance as it will show in red for the sessions you have booked.



Paying for your booking:

Click onto the Payments button

This may look confusing, as this will show all payments that you can access for your child (children) in the schoolgateway and will include camps, Wraparound and Holiday Clubs.

The list will show the minimum payment you can make i.e. £10 or a greater amount if you have booked a particular session and are due to pay.

(The due dates look odd as these are the dates the payments were set up, please ignore these)

Please look carefully - You need to select the correct option to pay and click the “add” button on the LHS of the payment selected.



This will show the amount due to be paid for your bookings – Click add to basket.



This will then take you through the payment process. Please make sure you complete the process by clicking the “Make Payment” button at the end.

This is a new process for all of us so we do expect a few teething problems – please ask for help!