



## LADYBRIDGE PRIMARY SCHOOL

Broadford Road, Deane, Bolton, BL3 4NB

Tel: 01204 333646

E-mail: [office@ladybridge.bolton.sch.uk](mailto:office@ladybridge.bolton.sch.uk)

Headteacher: Mr. C. Watson M.Sc.

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7<sup>th</sup> September 2017

Dear Parent/Carer

### **Lunch Time and After School Clubs: Bookings Can be Made Online from 7pm on Thursday, 7<sup>th</sup> September**

Lunch time and after school clubs commence next Monday, 11<sup>th</sup> September. These extra-curricular clubs encourage children to try their hand at something different in a safe and stimulating environment.

To simplify the booking process, we are using an online booking system (this is the same system used to make Parents' Evening appointments). This allows you to choose the appropriate club(s) for your child(ren) and you will receive an email confirming your bookings.

As some clubs have limited capacity and/or are likely to be very popular, they will be rotated termly to give every child an opportunity to attend. Bookings can be made for each of the terms (Autumn, Spring and Summer), but only one place is available for each club on one of these time periods. If places are available, you will be notified that bookings can be made for the other terms in due course.

Bookings can be made from 7:00 p.m. on Thursday, 7<sup>th</sup> September until 9:00 a.m. on Monday, 11<sup>th</sup> September. Should you wish to make any bookings or changes after this date, please contact the school office.

Please visit <https://ladybridgeprimary.parentseveningsystem.co.uk> to make club bookings. A short guide on how to book is provided (see overleaf), together with a list of available clubs (there are separate lists for Key Stage 1 and Key Stage 2 children). Login with the following information:

Student's First Name:       «Forename»  
Student's Surname:       «Surname»  
Date of Birth:               «Information»

If you do not have access to the internet, please contact the school office, who will be happy to add bookings on your behalf from this Friday, 8<sup>th</sup> September.

Yours faithfully

Colin Watson  
Headteacher

# Parents'/Carers' Guide for Booking Clubs

Browse to <https://ladybridgeprimary.parentseveningsystem.co.uk/>



**Ladybridge Primary School**

**Parents' Evening System**

Welcome to the Ladybridge Primary School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title  First Name  Surname

Email  Confirm Email

**Student's Details**

First Name  Surname  Date of Birth

## Step 1: Login

Please fill out all the details on the page.

A confirmation of your booking(s) will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

**Ladybridge Primary School**

**KS1 Manchester City Sports Club (Years 1, 2) - Friday, Lunch Time**

This outdoor lunch time Sports Club is for pupils in years 1 and 2. The club, which will run all year from Friday, 15th September 2017 to Friday, 13th July 2018 (weather permitting), will be rotated termly, to give every child an opportunity to attend. Bookings can be made for each of the terms (Autumn, Spring and Summer), but only one place is available for each club on one of these time periods. If places are available, you will be notified that bookings can be made for the other terms in due course.

**Continue**  
You have 3 bookings

## Step 2: Select Club

On the "Home" screen you will see a list of clubs and related information. Click the 'Continue' box to select the club(s) you wish to book a place for your child(ren).

**Ladybridge Primary School**

**KS1 Manchester City Sports Club (Years 1, 2) - Friday, Lunch Time**

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<b>Autumn Term</b> Friday, 15th Sep, 12:10 - 12:40 Places Available	<input type="button" value="Book"/>
<b>Spring Term</b> Friday, 12th Jan, 12:10 - 12:40 Places Available	<input type="button" value="Book"/>
<b>Summer Term</b> Friday, 20th Apr, 12:10 - 12:40 Places Available	<input type="button" value="Book"/>

## Step 3: Choose the Date Period and Book

If the club is being run termly (to give every child a fair chance of attending a club), this will be noted. Please select one term (subject to availability); dates shown are the club start dates.

If the club is not termly, and bookings can be made for the full academic year, just the start date will be noted.

Click on the Book button to proceed, and then click on the Book button again to confirm your booking. Optionally enter a short note to the staff member running the club as necessary.

Click close once you are happy with your booking.

Repeat this for all the clubs you wish to book.

You will receive an email confirmation of your booking(s).

**Ladybridge Primary School**

**KS2 Manchester City Football Club (Year 3) - Friday, After**  
School  
1 place booked  
Friday, 15th September

**KS1 Manchester City Sports Club (Years 1, 2) - Friday, Lunch**  
Time  
1 place booked  
Friday, 15th September

## Viewing/Amending/Printing Bookings

You can view and print your bookings online by clicking the "My Bookings" tab. Click on the down arrow key to display full information. Here you will see options to print and amend bookings.

Note: There is a link at the bottom of the confirmation email which logs you back into the system.

To send the school feedback about this system, click on "Send Feedback".