



How to book Tiger Club sessions on Arbor

From January 2025, Tiger Club can **only** be booked through Arbor. **Bookings close at 3:30pm for sessions on the following day**, and registers are printed at this time. Please call the office on 01782 513000 if you need to book an emergency place for your child within 24 hours of the session starting.

**** All booked sessions will be charged regardless of attendance, unless notice is emailed to tigerclub.oxh@cflptrust.co.uk at least 1 hour prior to the session.** ** Verbal requests or phone calls do not guarantee cancellation.

At 5pm on Monday 16th December, registration will open for Spring 1 2025. This covers all sessions from 6th January to 14th February 2025. We highly recommend logging on to Arbor to book as soon as possible. This will ensure your child has a place, and it gives you time to contact the office with any issues or queries before the Christmas break.

You must register your child for Tiger Club sessions on Arbor the same way you would for clubs. Charges will be added to Parent Pay the following day according to the fee schedule below.

Fees from September 2024

	Regular Price
Before School only (with breakfast)	£6.50*
After School only (with snack)	£8.70*
Full day (before and after school – with breakfast and afternoon snack)	£12.50*
After School only – 1 st hour (no snack)	£4.35



*A sibling discount of 10% is available.

Late collection fees

Late collections (after 6:00pm) will result in a penalty charge. This will be a charge of £5.00 for the first 0-15 minutes and £5.00 for every 0-15 minutes after that. Charges will be added to the next fee payment.

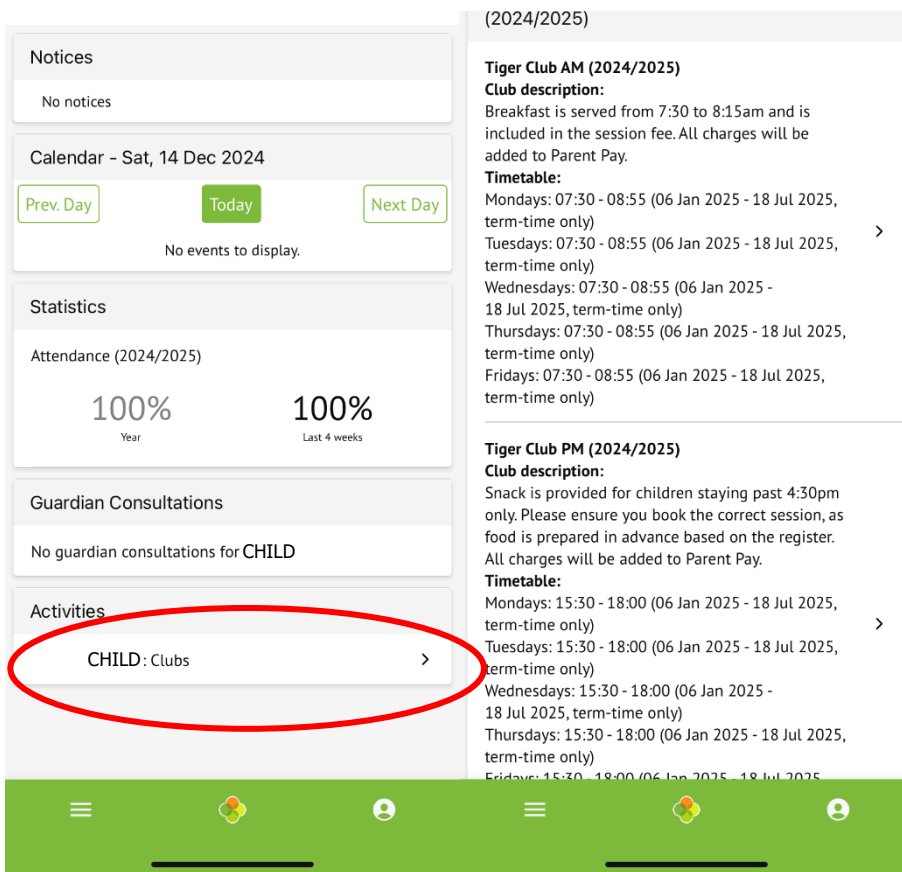
From September, all sessions booked will be charged regardless of attendance unless cancelled in writing at least 1 hour before the start of the session. Cancellation must be emailed to tigerclub.oxh@cflptrust.co.uk. This email will be monitored on a daily basis.

Sessions must be paid for by the end of the month in which they are taken or in accordance with the school debt policy. Failure to pay fees on time may result in a late payment fee of £10 and can result in termination of your child's place.

Despite several reminders / texts and phone calls, we are still seeing children attend a Tiger Club session without a booking. This is affecting the ratios of staff to children, and to mitigate this we are relying on additional staff to remain in school to supervise. Please ensure your children have a place before sending them to Tiger Club. You will now be able to see all current bookings on Arbor if in doubt.

Step by step instructions

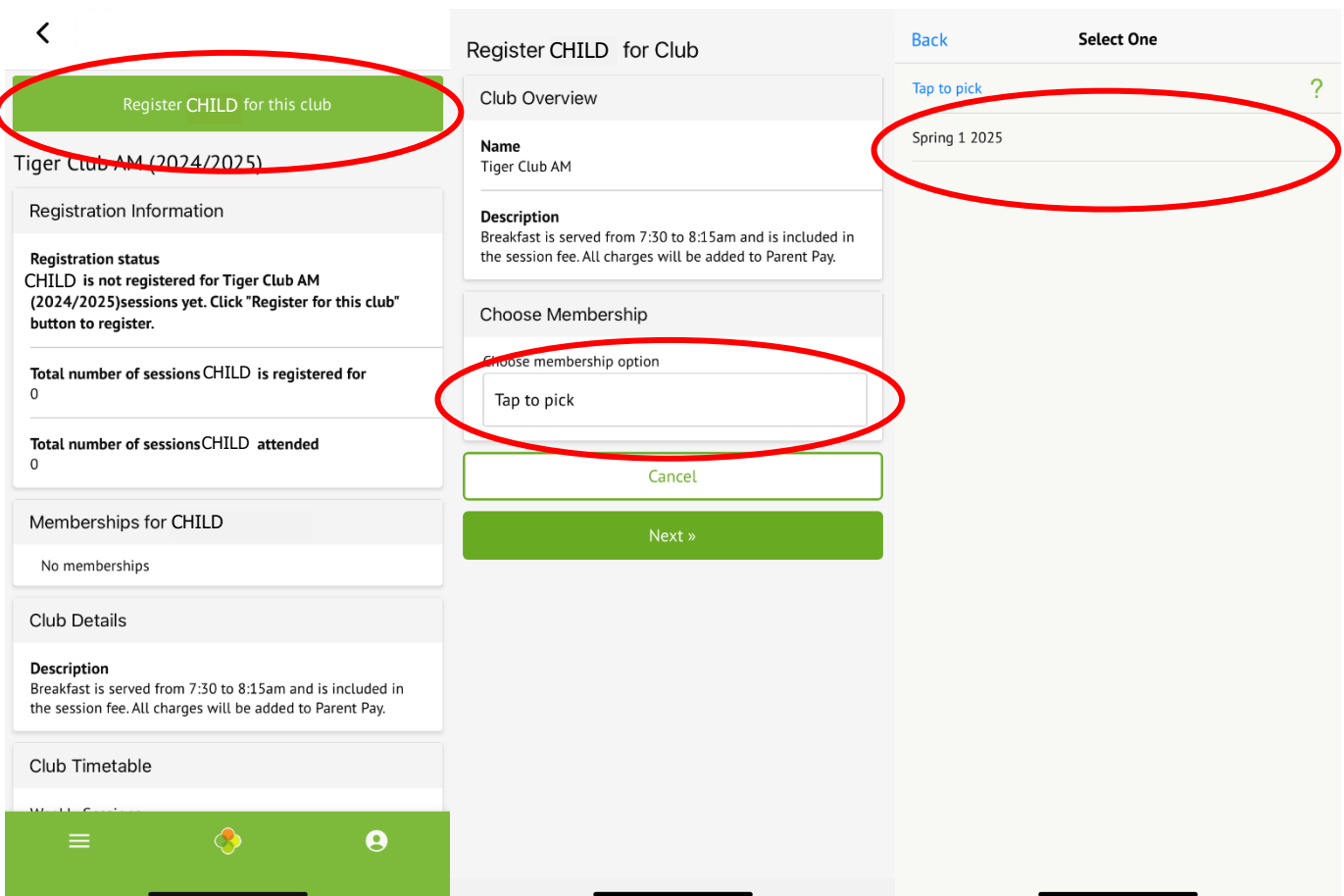
*Some screenshots/wording may look slightly different than the final version on Arbor.



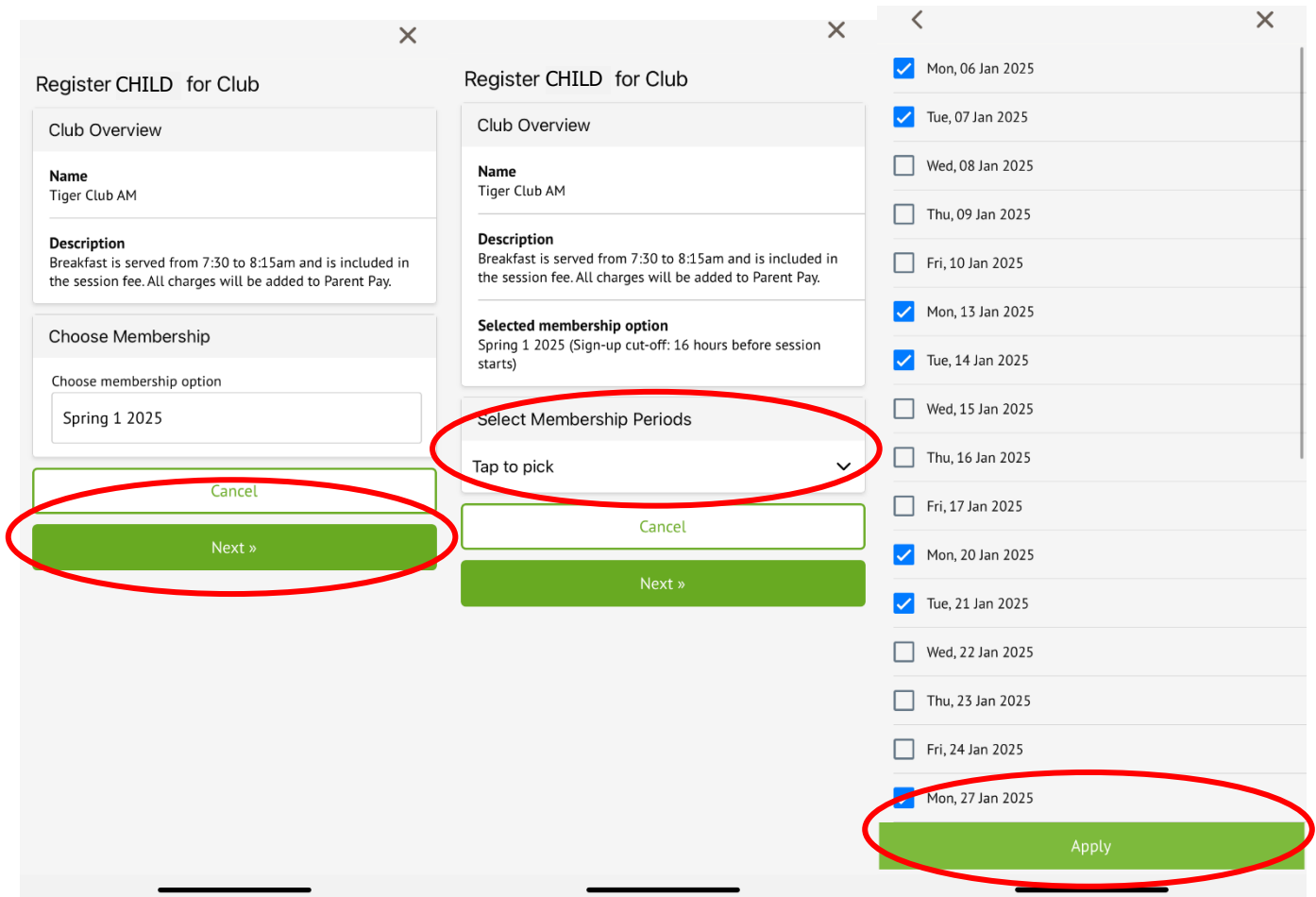
From the homepage, select Clubs at the bottom.

Scroll down to the bottom and select the Tiger Club session required (either before or after school).

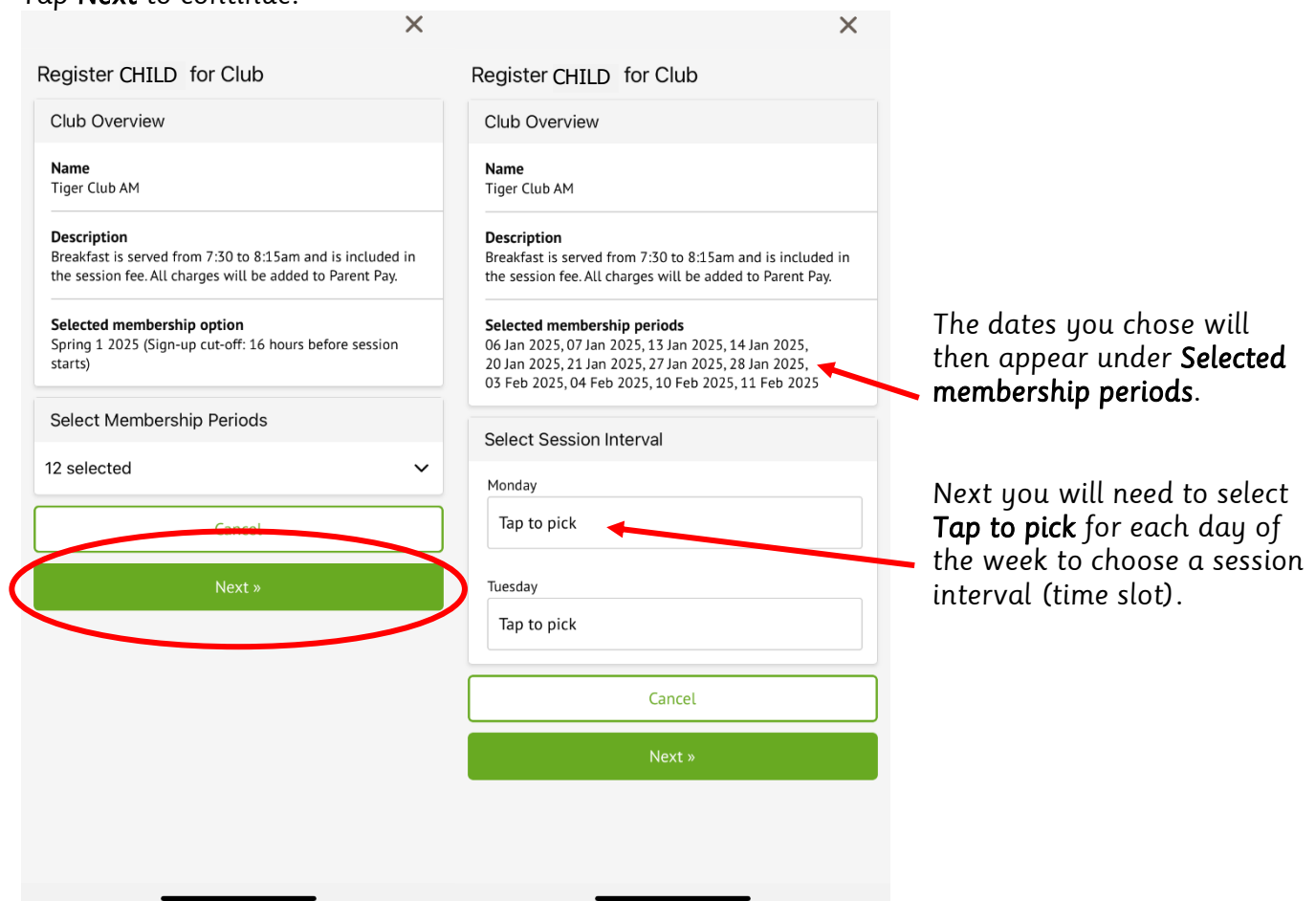
Tap the green **Register (Child)** for this club button. Select **Tap to pick**, then tap **Spring 1 2025**.



Tap the green **Next** button. Select **Tap to pick**. Tick any dates you want to book, then tap on **Apply**.



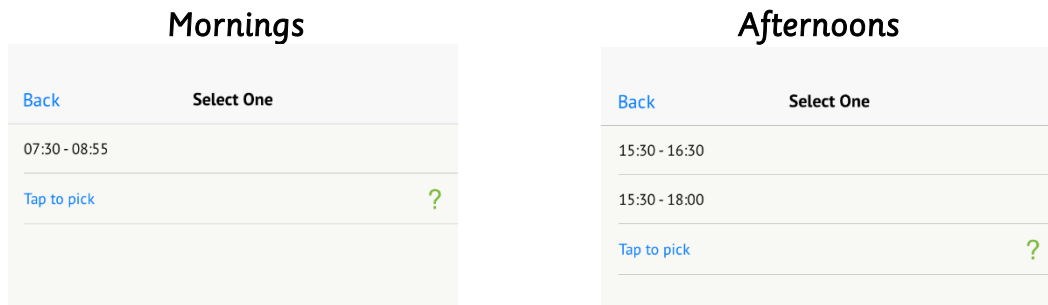
Under **Select Membership Periods**, it will show a total for how many dates you ticked. Tap **Next** to continue.



For morning Tiger Club sessions, there is only one time slot available from 7:30-8:55.

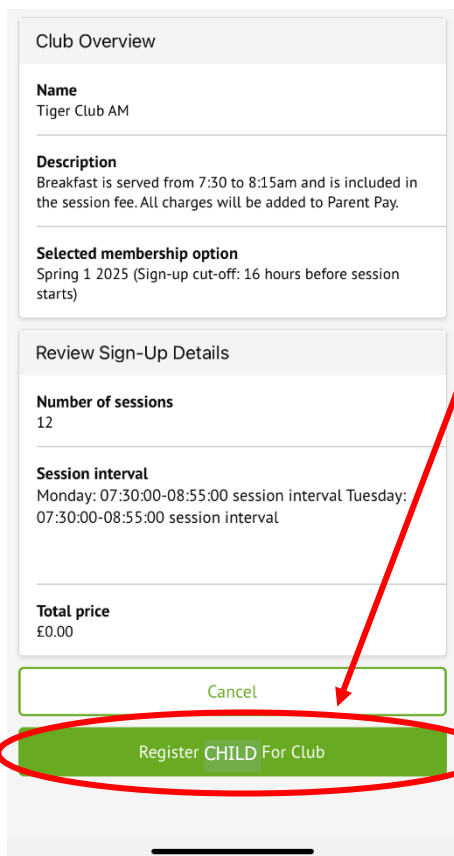
For afternoon sessions, you can choose between 3:30-4:30pm (no snack) or 3:30-6:00pm.

When you tap to select a time, this applies to all dates you ticked on that day of the week. You may need to go back and amend your chosen dates if, for example, one Monday your child will be collected by 4:30pm but the next Monday they will stay past 4:30pm.



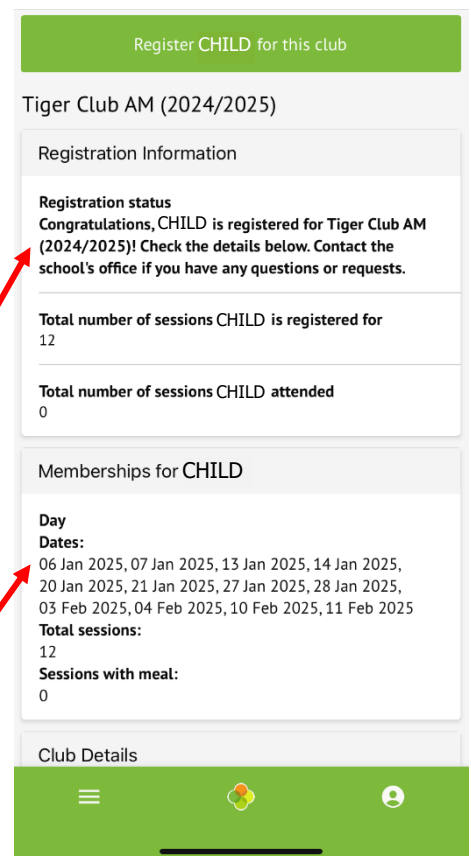
You will be taken to a summary page that says **Club Overview**. You will not see the dates listed again, but it does show which time slots you selected for each day.

The final step is to tap **Register (Child) For Club** at the bottom.



The final screen displays a confirmation message: **Congratulations, (Child) is registered for Tiger Club.**

You can refer back to this page at any time to see which dates your child is registered for. They are always listed under **Memberships for (Child)**.



It is not possible for parents to cancel sessions themselves on Arbor. You must email the office on tigerclub.oxh@cflptrust.co.uk at least 1 hour prior to the session in order to cancel. Verbal requests or phone calls do not guarantee cancellation. All booked sessions will be charged regardless of attendance, and we will always refer back to emails before adding any charges for children who did not attend.

Please contact the office with any queries and remember that in order to ensure correct staff ratios, children must **always** have a confirmed booking before attending Tiger Club. Thank you for your support.