

## Extended Day – Early Birds and Aftercare

### Early Birds

Early Birds runs every day from 7:45am to 8:15am, at which point the children will make their way to their classrooms to start the school day. As you are aware this is chargeable, at a cost of £2.00 per session per child.

There is no requirement to book this, however children must sign in with the staff member on duty.

### Aftercare

Aftercare operates every day until 6:00pm. This must be booked through My School Portal [www.princethorpe.myschoolportal.co.uk/login](http://www.princethorpe.myschoolportal.co.uk/login)

There will be two sessions – one with tea and one without

If you have any queries, please email [aftercare@crackleyhall.co.uk](mailto:aftercare@crackleyhall.co.uk)

#### ✔ How to Book Aftercare:

1. Log in to [My School Portal](#)
2. Select your **child's profile**
3. Scroll down to **Clubs and Activities**
4. Choose the **CH Aftercare Session**
5. Select one of the **three available options**
6. Add it to your basket and **confirm your booking**

#### ✗ How to Cancel an Aftercare Booking

Should you need to cancel a booking, please follow the instructions below.

**Please note:** You **cannot cancel Aftercare** if it is **within 24 hours** of the booking time – please contact the School Office

#### Canceling a Booking:

1. Go to **Bookings (Clubs and Activities)**
2. Open the **Drop-down Menu – Upcoming Bookings**
3. Locate your booking (e.g., *CH Aftercare Michaelmas Term*)
4. Click **View Booking Details**
5. Confirm **Cancellation of Booking**
6. Under **Cancellation Type**, select from the dropdown:
  - **1) Cancel all eligible sessions**
  - **2) Cancel sessions between specific dates**
  - **3) Cancel specific sessions only**
7. Choose the **date(s)** you want to cancel
8. Click **Confirm**