



Warwick Preparatory School

Virtual Activities Environment (VAE)

– all you need to know!



The VAE is our central hub for all things co-curricular. This booklet provides you with a step-by-step guide to accessing Warwick Prep School's VAE and will enable you to easily complete the following;

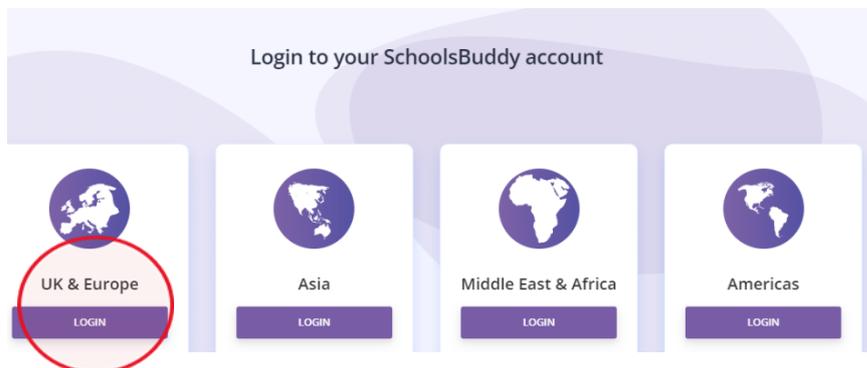
- Book your child into our After School Care Provision

Accessing the Virtual Activities Environment

To access the Virtual Activities Environment, Warwick Prep's central system for all things co-curricular, please visit:

<https://www.schoolsbuddy.com/login>

From here please click on the UK & Europe Login button



Log-in to the Virtual Activities Environment

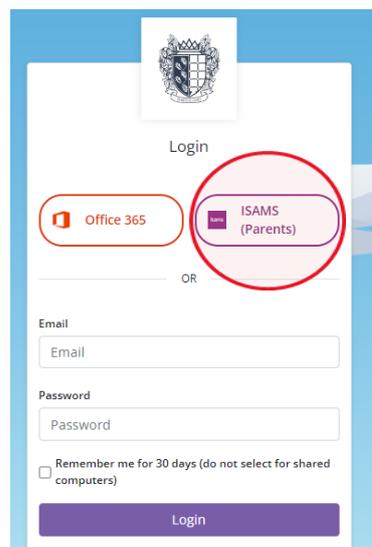
Parents log into the system using the same login details that are used to access the iSAMS Parent Portal.

Click 'Login with iSAMS' icon.

Enter your iSAMS Parent Portal account login details.

The username is the email address used to register the Parent Portal account.

If you need to create a Parent Portal account, please email parents@warwickprep.com to request your portal registration details, which will be provided via email.



After School Care Supervision – how to make a booking

Once you are logged in you will see your home page.

To access the After School Care booking, please click the tab at the top of the page **“Activities & Clubs”**

If you click on **“Select”** you will then see a list of the sessions available for you to book. The timings & costs of these sessions are detailed in the parent handbook and on the school website, as well as in recent communications.

To create a new booking, click on **“Filter”** where you will be able to choose set days, on the right hand side.

The screenshot shows the parent portal interface. At the top, there are navigation tabs: Home, My Diary, Activities & Clubs, and Portal Links. The 'Activities & Clubs' tab is currently selected. Below the navigation, there is a 'Dashboard' section with a 'Portal Links' area containing the 'GAMS Parent Portal' icon. To the right is a 'Diary' section for Monday, 5 September, listing several sessions: 'N - Short Tea', 'N - Long Tea', 'R-Y6 - Short Tea', 'R-Y6 - Long Tea', and 'R-Y6 - Follow On Tea'. Each session lists the time, location, and a 'Book' button.

The main content area displays a card for an event titled 'Available to book'. The card includes the text 'Sign up closes Wed 14 Dec 22' and 'ASC - Autumn Term 22/23'. A note states: 'Please note that bookings for ASC need to be made no later than Midday the working day before.' Below this, the student's name 'Student2, Test' is shown next to a 'TS' icon and a '0' value. A red circle highlights the 'Select' button on the card.

Below the card is a 'Bookable Events' section. It features a search bar with the placeholder text 'Event or group name' and a red circle around the 'Filter' button on the right. Below the search bar, the date '05 Sep 2022 Mon' is displayed. At the bottom, a blue bar indicates the time slot '15:50 - 16:25' and the event details 'R-Y6 Pupils' and 'R-Y6 - Short Tea'.

Please click on the “**Event**” box, this will then display the sessions available.

To continue to book, on the right hand side of the screen you will be able to tick the dates/days that you need.

Once you have clicked one, a box will appear at the top of the screen with a countdown, you have 15 minutes to complete your booking. Once you have ticked all the days you require for that session please click “**Book**”

To complete your booking you will need to accept the terms and conditions and click ok.

Bookable Events

Search Filter

Day Mon Tue Wed Thu Fri

Group

Event(s)

Selected event(s) have been reserved for you. You now have 13m 14s to complete your selections, continue to the confirmation screen and complete the process.

Book (2)

Terms & Conditions ×

I agree to the terms and conditions

OK Cancel

By booking your child into an After School Care session you confirm you agree to the cost of the sessions being added to your end of term fee bill as per the pricing structure below (prices are reviewed and are subject to change every year, with any increase taking effect from 1 September):

Short session: 4.00 until 4.25pm - £3.20

Long session: 4.00 until 5.45pm - £8.85

Following club session: until 5.45pm - £4.30(variable start times)

A charge of £10 per 15 minute period will be charged to all parents collecting children after 5.45pm

All After School Care bookings should be made online <https://www.schoolsbuddy.com/login> by 12.00pm Midday on the working day before each session is required. Any bookings required after this time will need to be made via the School Office, 01926 491 545, and may incur a late payment charge.

You are now able to book termly in advance, by selecting a recurring booking and you can also record any notes regarding collection arrangements from After School Care. Please remember to update your bookings as and when your requirements change throughout the term (this can be done up to 12.00pm Midday on the working day before of each booking).