

Wraparound Care / Running Balance Clubs.

Training Agenda



Target Audience

The **Wraparound Care / Running Balance Clubs** training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your Administration Team
- ✓ Member(s) from your Pastoral Team

Pre-requisite

Before attending the **Wraparound Care / Running Balance Clubs** training course, attendees must have completed the **Clubs & Trips** training course. This provides the foundational knowledge needed to navigate the Clubs & Trips area in Bromcom and apply it effectively throughout the session.

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Configure and create running balance clubs, including charges, enrolment options and online payments.
- ✓ Manage memberships, bookings, balances, payments and communications.
- ✓ Use built-in and quick reports to review wraparound care activity and balances.

Agenda Overview

- ✓ DfE-funded Breakfast Club Signposting
- ✓ Setup
 - Configurations
 - Clubs/Trips Settings
 - Online Payments
 - Creating a Running Balance Club
 - Managing different charges
 - Enrolment Options (Enrol to Sessions or Indicate Preferences)
 - Managing a Running Balance Club
 - MCAS – Parent Booking (inc. topping up club balances)
 - View Memberships (inc. adding members and sessions)
 - View Balances (inc. school creating orders, different payment methods and transferring balances)
 - Amending Bookings (inc. refunding balances via View Orders)
 - Student List Page Actions
 - Adjusting Wraparound Care Balances
 - Send SMS/Email (inc. student wraparound care balance dynamic field)
- ✓ Reports/Analysis
 - Built-In Reports
 - Running Balance Statement Report
 - Quick Reports
 - School – Wraparound Care Club Balances/Payments
 - Curriculum – Club Details (inc. Student Contacts & Attendance)
 - Student Basic – Advanced Mode (using Group Information to report on student memberships)