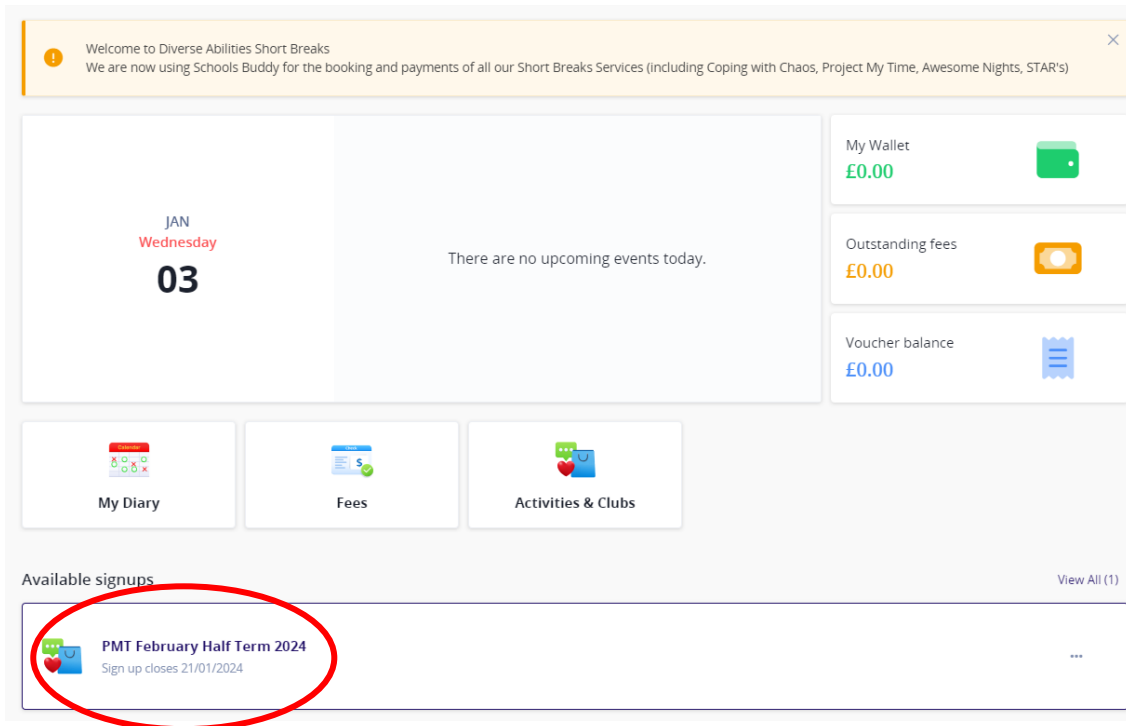
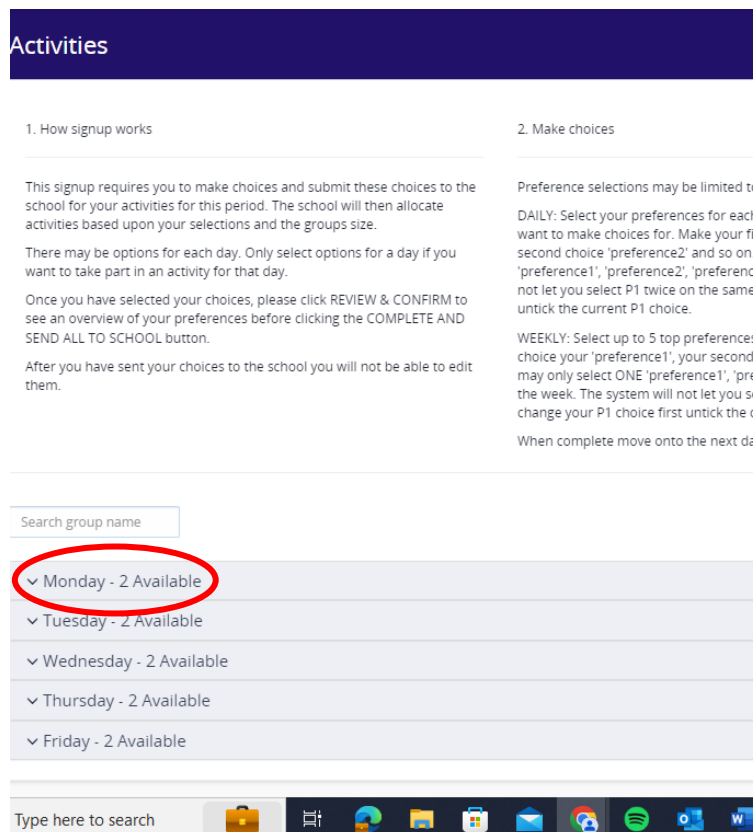


## How to Request Project Sessions

1. When you log onto SchoolsBuddy you will see this screen. Click the Project box underneath where it says available signups. Project My Time sessions will always start the title with the abbreviation PMT.



2. You will then be taken to this screen. Click the days to open the drop down menu.



3. On these drop downs you will find more info about the sessions being held on each day of the week, including the cost, time and location.
- Please tick the '1' box for your child's first choice, '2' for their 2<sup>nd</sup> and '3' for 3<sup>rd</sup>. You can leave the sessions that your child does not want as 'N/A'. We ask for you to give us 3 choices so that we can allocate fairly, and the system will not let you proceed unless you have put in at least 2 choices of sessions for your child.

Monday - 2 Available

**Modelling Clay - Mon 12/02**  
L. Felstead (LF) - Organiser  
14:00 - 17:00 | £15.00 per term | The Families Centre  
Show off your artistic talents and create shapes with modelling clay. Taste safe play dough also available for those who need it. Sensory room, cinema room, games and toys also available for those who need it. Please bring a snack and a drink.

Student (Lily), TEST (TS)

1  2  3  N/A

Your child's 1<sup>st</sup> choice session

**Sensory Stories - Mon 12/02**  
L. Felstead (LF) - Organiser  
10:00 - 13:00 | £15.00 per term | The Families Centre  
Explore a range of senses with some sensory stories. Sensory room, cinema room, games and toys also available. Bring lunch and a drink.

Student (Lily), TEST (TS)

1  2  3  N/A

Your child's 2<sup>nd</sup> choice session

**Bowling - Tues 13/02**  
L. Felstead (LF) - Organiser  
14:00 - 17:00 | £15.00 per term | Bowling - Tower Park  
Enjoy 2 games of bowling followed by KFC. Please bring a drink.

Student (Lily), TEST (TS)

1  2  3  N/A

Your child's 3<sup>rd</sup> choice session

**Cinema - Tues 13/02**  
L. Felstead (LF) - Organiser  
10:00 - 13:00 | £15.00 per term | Cineworld  
Watch a film then enjoy KFC for lunch. Bring your CEA card if you have one, a snack and a drink. Bring pocket money for sweets/ice cream if your child wants any.

Student (Lily), TEST (TS)

1  2  3  N/A

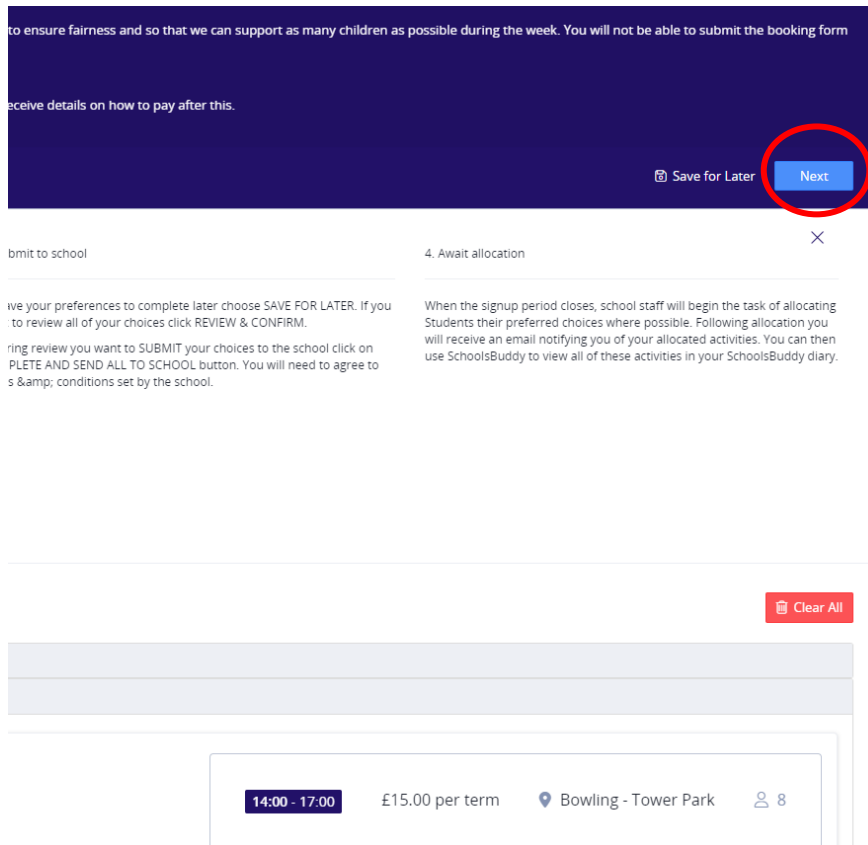
Your child's does not want this session

Wednesday - 2 Available

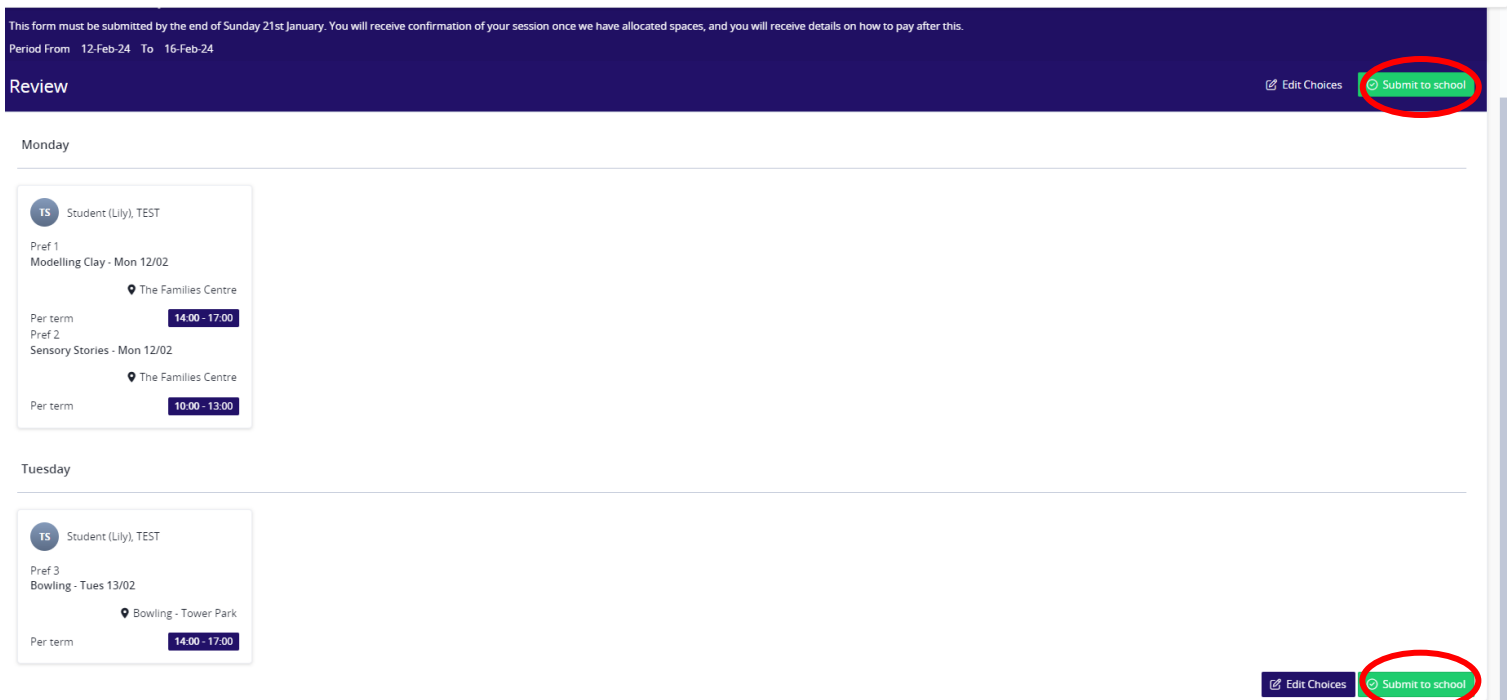
Thursday - 2 Available

Type here to search | Documents | 8°C Mostly cloudy

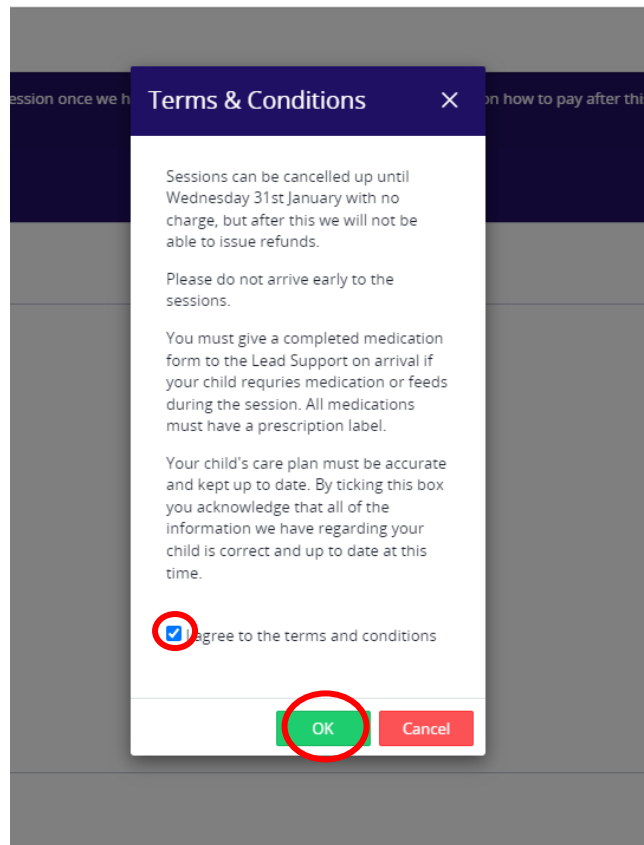
- Once you have made your choices scroll back up and click 'Next' on the blue banner in the top right hand corner.



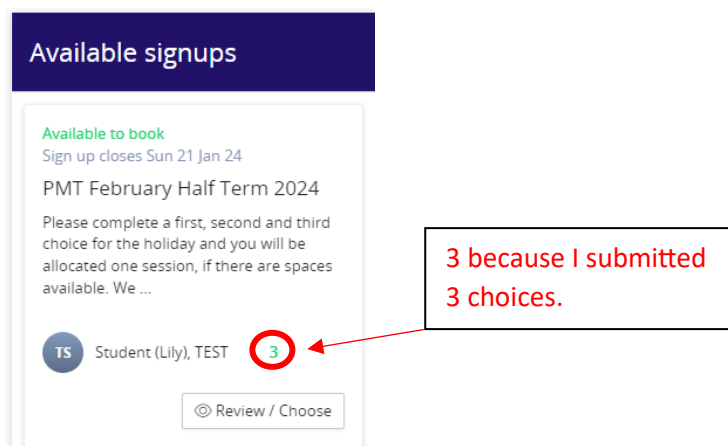
- This will take you to an overview page. Please then click the green 'submit to school' button to send your choice to us. Either of the two green buttons will do the same job.



6. The terms and conditions will pop up. Please read and click that you agree to these and then click 'Ok'.



7. Once you have submitted all your choices to school then we will receive them ready to allocate. On the overview page there will be a green number next to your child's name showing the amount of choices that you gave.



8. You should get a confirmation email looking similar to this if you have correctly made your child's choice. You will see here that it has all the information for the sessions including cost and number preference that you chose.

Diverse Abilities Short Breaks PMT February Half Term 2024 selection confirmation

DA Diverse Abilities Short Breaks <noreply@SchoolsBuddy.com>  
To: Lily Felstead

Reply Reply All Forward

Wed 03/01/2024

This sender noreply@SchoolsBuddy.com is from outside your organization.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Lily Felstead,

This is to confirm that your selections for PMT February Half Term 2024 have been sent to the school.

**Groups SELECTED:**

Group	Student	Day of week	Time	Location	Staff	Cost	Preference
Sensory Stories - Mon 12/02	Student (Lily), TEST	Mon	10:00-13:00	The Families Centre	Felstead	15.00 Per term GBP	2
Modelling Clay - Mon 12/02	Student (Lily), TEST	Mon	14:00-17:00	The Families Centre	Felstead	15.00 Per term GBP	1
Bowling - Tues 13/02	Student (Lily), TEST	Tue	14:00-17:00	Bowling - Tower Park	Felstead	15.00 Per term GBP	3

Log in to your SchoolsBuddy account for further details.

\*\*If this email does not contain any selections then this will be because you have a sibling or another child at Diverse Abilities Short Breaks and selections have only been submitted for them.

Many thanks

9. Once you have made all your selections, the Project sessions will still show up under the available signups section until the closing date. This is because if your child changes their mind, you can go in and amend the sessions you have requested right up until that date. After the closing date has passed, these will disappear and you will no longer be able to book. After we have allocated the sessions, you will receive a notification from SchoolsBuddy saying which sessions your child has been given. You will also be able to view these in your diary. You will then later receive payment information, and you will pay through SchoolsBuddy.