



# Walter Infant School

Murray Road • Wokingham • RG41 2TA  
Tel: 0118 978 0825 [www.walter.wokingham.sch.uk](http://www.walter.wokingham.sch.uk)  
[admin@walter.wokingham.sch.uk](mailto:admin@walter.wokingham.sch.uk)

Headteacher: Mrs Judy Hargreaves



**Rise and Shine Club**  
FS2, Y1 and Y2 children  
7.30am – 8.40am



**Robin Lunch Club**  
15-hour children  
11.30am – 12.30pm



**Robin Extra Hour Club**  
30-hour children  
2.30pm – 3.30pm

## Walter Clubs - Setting up an Account in School Gateway

Dear Parent / Carer

If you would like to register your child for any of the Walter Clubs, in the first instance, please email [Lynnette.hemmings@walter.wokingham.sch.uk](mailto:Lynnette.hemmings@walter.wokingham.sch.uk) with your child's full name, class, club required and payment choice, ie childcare Vouchers, pay as you go. Once you are registered, you can book sessions for your child - £6.00 per session – and pay for them online via School Gateway.

If you do not already have a School Gateway account, you will need to set one up using the email and mobile details you have already provided to the school.

1. Visit the website: <https://login.schoolgateway.com/0/auth/login>
2. Click grey 'New User' tab. Enter mobile and email details - you will receive a text message with a PIN number. Use this PIN to log in to School Gateway.
3. You will then see your child's account - you will be able to book sessions and pay any amount whenever you like to reduce the balance.

You can also download the School Gateway app from your app store (Android and iPhone) to pay via your phone if you wish.

### Booking Rise and Shine

- The maximum number of places per session is 24.
- Bookings should be made by 4.00pm, the day before the session you require.
- You are able to cancel a session up until 4.00pm the day before the session. Any cancellations after this point will still be charged.
- We may be able to offer sessions at short notice; however, the clubs have become very popular, and at times we are full, this may mean at times that we are not be able to accommodate children who are not booked into the session. Please email Mrs Hemmings prior to 7.15am on the morning of the session to check availability for the session.

### **Booking Robin Extra Hour – 30 Hour children**

- Bookings should be made by 4.00pm, the day before the session you require.
- You are able to cancel a session up until 4.00pm the day before the session. Any cancellations after this point will still be charged.
- We may be able to offer sessions at short notice; however, this will depend on the availability and staff/children ratios. Please email Mrs Hemmings to check availability before 8am of the session.

### **Booking Robin Lunch Club – 15 Hour children**

- The maximum number of places per session is 4.
- Bookings should be made by 4.00pm, the day before the session you require.
- You are able to cancel a session up until 4.00pm the day before the session. Any cancellations after this point will still be charged.
- We may be able to offer sessions at short notice; however, this will depend on the availability and staff/children ratios. Please email Mrs Hemmings to check availability before 8am of the session.

If you have any queries regarding School Gateway or booking for Walter Clubs, please email Lynnette Hemmings [lynnette.hemmings@walter.wokingham.sch.uk](mailto:lynnette.hemmings@walter.wokingham.sch.uk)



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