Training Course Agenda.

Wraparound Care Clubs

Introduction

Target Audience

The **Wraparound Care 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**
- ✔ Deputy Headteacher/Senior Teacher

Facilities/Requirements

For **Onsite Training**:
Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:
This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Pre-requisite

Prior to attending this **Wraparound Care Clubs** training course, attendees must have completed the **Clubs & Trips** training course. This will ensure that attendees have the fundamental knowledge of how to use the Clubs & Trips area in Bromcom and then be able to apply that knowledge during this course.

After the Session

New for 2025 – Once you have completed the Wraparound Care Clubs training you will be able to book a 45 minute one to one follow up session with one of our knowledgeable trainers. This can be used to ask further questions you may have or look over your setup. Your trainer will provide you with the details of this at the end of the session.

Agenda Overview

Part One – Setup

- ✓ Configurations
  - o Clubs/Trips Settings
  - o Online Payments
- ✓ Creating a Running Balance Club
  - o Managing different charges
  - o Enrolment Options (Enrol to Sessions or Indicate Preferences)
- ✓ Managing a Running Balance Club
  - o MCAS – Parent Booking (inc. topping up club balances)
  - o View Memberships (inc. adding members and sessions)
  - o View Balances (inc. school creating orders, different payment methods and transferring balances)
  - o Amending Bookings (inc. refunding balances via View Orders)
- ✓ Student List Page Actions
  - o Adjusting Wraparound Care Balances
  - o Send SMS/Email (inc. student wraparound care balance dynamic field)

Part Two - Reports/Analysis

- ✓ Built-In Reports
  - o Running Balance Statement Report
- ✓ Quick Reports
  - o School – Wraparound Care Club Balances/Payments
  - o Curriculum – Club Details (inc. Student Contacts & Attendance)
  - o Student Basic – Advanced Mode (using Group Information to report on student memberships)

Part Three - How to book the 45 minute one to one follow up session

Part One – Setup

✓ **Creating a Running Balance Club**
  o Managing different charges
  o Enrolment Options (Enrol to Sessions or Indicate Preferences)

✓ **Managing a Running Balance Club**
  o MCAS – Parent Booking (inc. topping up club balances)
  o View Memberships (inc. adding members and sessions)
  o View Balances (inc. school creating orders, different payment methods and transferring balances)
  o Amending Bookings (inc. refunding balances via View Orders)

✓ **Student List Page Actions**
  o Adjusting Wraparound Care Balances
  o Send SMS/Email (inc. student wraparound care balance dynamic field)

Notes:

Part Two – Reports/Analysis

✓ Quick Reports
- o School – Wraparound Care Club Balances/Payments
- o Curriculum – Club Details (inc. Student Contacts & Attendance)
- o Student Basic – Advanced Mode (using Group Information to report on student memberships)

Notes: