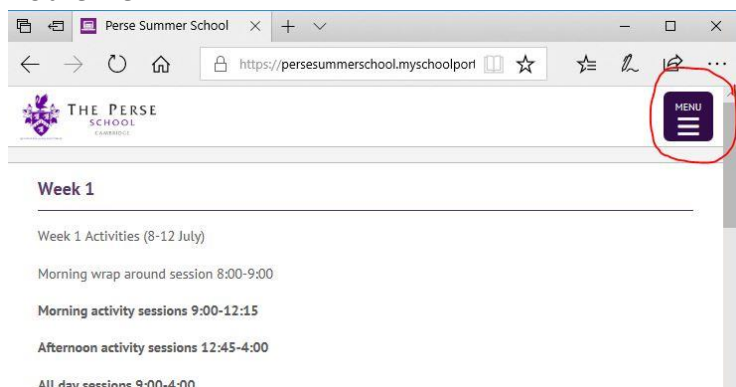


## Perse Summer School – Booking Guide

For the best user experience during the registration process, we recommend using desktop or laptop computers. Smaller portable devices will display a slightly altered mobile view which will require users to use the MENU button to navigate through the site and all subsections.



### Mobile View:



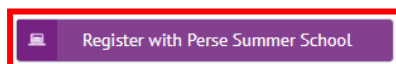
### Step 1. Register your email address.

- Click 'Register with Perse Summer School'

Sign in to your account

OR



[Forgot your password?](#)

- Enter your email address (which later will be used as your login)
- Press 'Register'
- Close the registration window.

### Step 2. Verify your email via link and continue with registration.

- Go to your email client and open registration link message – you should get a follow up email within couple of minutes.
- Click on the confirmation link to continue with registration process.

noreply@myschoolportal.co.uk

**Perse Summer School**

**Account registered for Perse Summer School**

Dear Parent or Guardian,

We are pleased to tell you that an account has been registered in the Perse Summer School for your email,

We're here to help!

To complete the registration process please verify ownership of this email address using the link below. You will then be able to select a password and tell us a little bit about yourself.

<https://perseummerschool.myschoolportal.co.uk/set-up-your-user?sso=ey>

If you are still having a problem logging in once you have chosen a password please contact your school who will be happy to assist.

Kind regards,

Perse Summer School

### Step 3. Provide basic information.

- Choose your password and supply basic personal details.
- Click 'Finish Setup Process'

#### Welcome to Perse Summer School

Now that we have confirmed that your email address is correct, we would just like a couple more details from you.

Please could you pick a nice secure password which you will use to sign in with. You will also be able to use single sign on options later on.

Password \*

Confirm Password \*

[Back](#)

Please could you tell us your name. You will be able to change this later if needed. We need to know at least your first or last name, in addition to how you'd like to be addressed throughout Perse Summer School.

Title

First Name \*

Last Name \*

How Would You Like To Be Addressed? \*

Daytime Phone Number \*

Evening Phone Number \*

Address 1 \*

Address 2

Address 3

Town \*

County \*

Postcode \*

Country \*

[Finish setup process](#)

### Step 4. Add a child to your account

- Add your child's basic details and press 'Add new pupil'  
(You will be able to add more children later)



Welcome Laura  
[My account](#) [Sign out](#)

[Home](#) [My Children](#) [Bookings](#) [Useful Information](#)

**My Details**

#### Add new pupil

Please could you tell us a little bit about the pupil which you would like to add?

First Name \*

Last Name \*

Gender \*

Date Of Birth \*

Year \*

#### Emergency Contacts

##### Emergency contact 1

Salutation \*

Relationship To Pupil \*

First Name \*

Last Name \*

Phone Number \*

Mobile Phone Number \*

##### Emergency contact 2

Salutation \*

Relationship To Pupil \*

First Name \*

Last Name \*

Phone Number \*

Mobile Phone Number \*

[Save pupil](#)

When the form is saved, you will be asked to complete a further form, the Pupil Information Form, which includes specific questions about your child.

**Please note: you cannot type into the 'Pupil date of birth' field. After clicking 'Pupil date of birth', you will need to double click on the month & year area, and using the left and right arrows, find your child's year of birth, then the month, and finally the day.**

Pupil Information Form

Pupil Name: \*

Pupil date of birth: \*

January 2019

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

tell us which school they will be attending from September:

we can cater accordingly \*

No

Pupil Information Form

Pupil Name: \*

Pupil date of birth: \*

2000-2009

1999	2000	2001	2002
2003	2004	2005	2006
2007	2008	2009	2010

If your child is changing schools in September 2019, please tell us which school they will be attending from September:

Please confirm whether your child will be having lunch so we can cater accordingly \*

Yes

No

Pupil Information Form

Pupil Name: \*

Pupil date of birth: \*

2005

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Please complete the remaining details and click 'Submit' after you have entered all the required details.

### Step 5. Adding more children.

- If you want to add more children, go to 'My Account' link in top-right section and click on '+ Add new pupil'

My Details My Pupils Sharing **+ Add New Pupil**

Rory Robertson

## Step 6. Make your course selections/add to basket.

- Browse through listings; keep adding to basket courses, sport, and wrap-around care sessions.
- If you see 'N/A' instead of selection box whilst trying to book a course, this means that the course is already full. If you would like to be added to a waiting list for this course, please email the Summer School office [summerschool@perse.co.uk](mailto:summerschool@perse.co.uk)

PLEASE MAKE SURE YOUR CHOICES DO NOT EXCLUDE EACH OTHER – FOR EXAMPLE YOU CANNOT HAVE TWO AM OR PM SESSIONS IN ONE DAY RUNNING CONCURRENTLY FOR THE SAME CHILD.

Please note that if you are using a tablet or a mobile, the screen below will look slightly different and you will need to use the MENU on the top right of your screen to access the courses. The screenshots below are taken from a desktop computer.

Home My Children Bookings **Week 1** Week 2 Week 3 Week 4 Wrap-around Care Multi-sport Sessions Useful Information

A Classical Odyssey AM (11-14)  
All the World's a Stage: Writing for Performance PM (11-14)  
Art and Design: Creative Bookbinding AM (11-14)  
**Command the Past PM (7-10)**  
Fashion Textiles: Print & Embroider PM (7-10)  
Graphics PM (11-14)  
Masterchef: France AM (11-14)  
Masterchef: Health by Stealth PM (7-10)  
Maths AM (7-10)  
Multi-sport AM (7-10)  
Multi-sport PM (7-10)  
Photography AM (7-10)  
Public Speaking: Speak Out AM (11-14)  
Science: Fantastic Forensics PM (11-14)

### Command the Past PM (7-10)

PM

he popular virtual history course returns again to pit the wits of budding military-history enthusiasts against the greatest commanders and strategists of all time. From honing their battle tactics to learning about war and statecraft, students will use some of the latest video-game engines to see if they have what it takes to beat down their rivals, work with their allies and forge new empires. Will they, like Caesar, be able to claim that they came, saw and conquered?

**Tutor profile**

David Bennett has a degree in Classics from the University of Durham and teaches Ancient History, Greek and Latin at The Perse. He has studied and taught topics from throughout the ancient world, from the Fall of Troy, to Alexander the Great, to the Emperors of Rome.

**Booking Type**

block

Rory Robertson

Monday 8th July - Friday 12th July - £174.00

Total: £0.00

Home My Children **Bookings** Week 1 Week 2 Week 3 Week 4 Wrap-around Care Multi-sport Sessions Useful Information

### Activities Basket

Pupil Names	Club	Dates Selected	Price
Rory Robertson	Command the Past PM (7-10)	Monday 08 July to Friday 12 July	£174.00

Payment Options: Childcare Vouchers  Credit And Debit Card

Total: £174.00

I Have Read And Agreed To The [Terms & Conditions](#)

If you need to make further bookings use the 'Week 1' etc. links at the top to select additional courses or 'Wrap-around Care'.

## Step 7. Checking out/payment.

- Go to 'Bookings' tab and then to 'Activities Basket' to review your list of choices and pay for your bookings.
- Choose 'Childcare Vouchers' from payment options if you intend to pay using childcare vouchers, otherwise proceed with payment by card.

## Useful Information

### Course availability:

If you see 'N/A' instead of selection box whilst trying to book a course, this means that the course is already full. If you would like to be added to a waiting list for this course, please email the Summer School office [summerschool@perse.co.uk](mailto:summerschool@perse.co.uk)

### Paying by childcare vouchers:

If you would like to pay for Summer School courses using childcare vouchers, please note that our booking system does not take voucher payments directly.

You will therefore need to make the payment through the website of your childcare voucher provider. As soon as you have completed your course booking through the Summer School booking site, please log onto your childcare provider's website and make the payment. It is essential that you make the voucher payment immediately after you submit your booking, as we cannot hold places without payment.

When you make the childcare voucher payment, this will automatically trigger an email from your voucher provider to our Bursary, and we will then send a separate confirmation (within 2 working days) that we have received your payment. Please be aware that not all childcare voucher companies allow refunds in the event that you need to cancel your booking – you should check with your provider about their policy.

### Cancellations:

If you wish to cancel a course booking, please contact the Summer School office:  
[summerschool@perse.co.uk](mailto:summerschool@perse.co.uk)