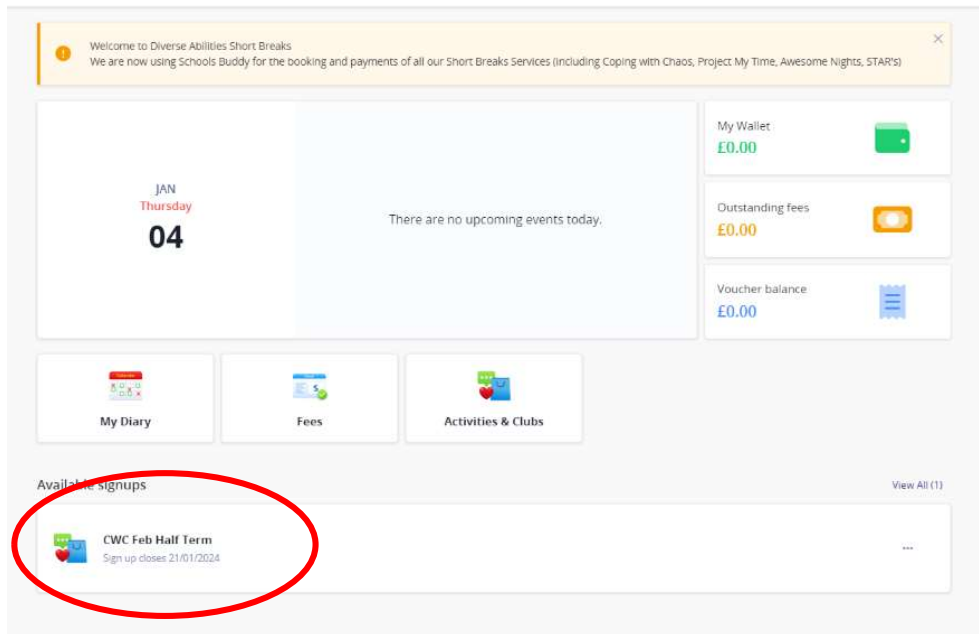


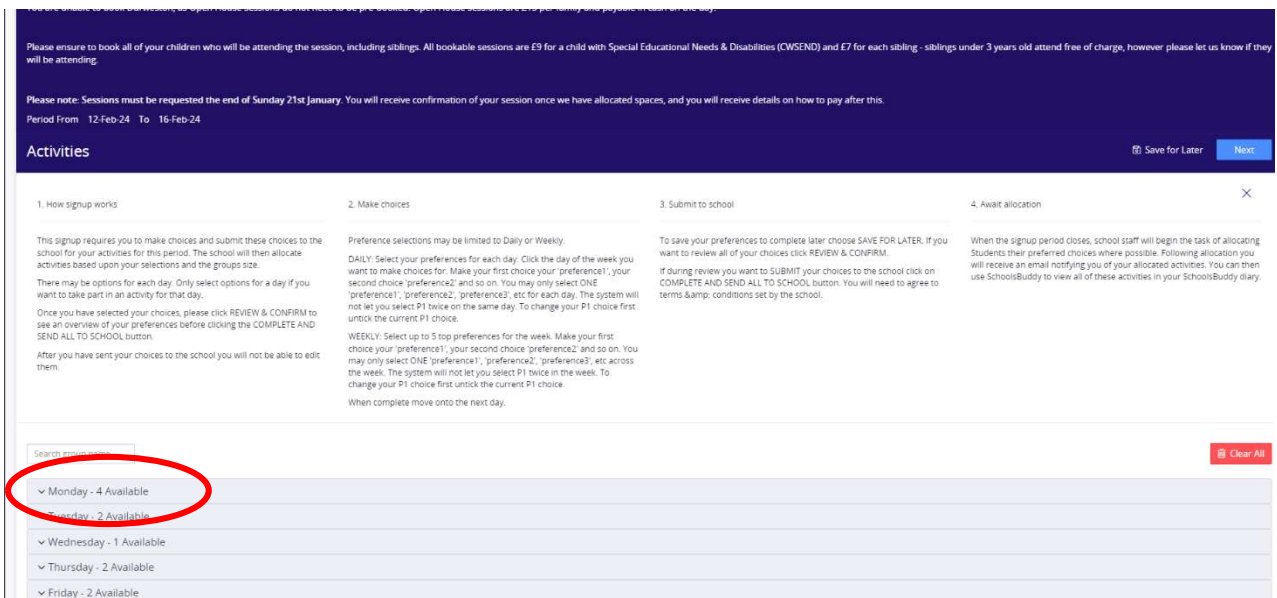
How to Request Chaos Sessions

Important: If you do not see all the below information/sessions for your child with additional needs, this means that you have not completed the care plan, please contact us if this is the case.

1. When you log onto SchoolsBuddy you will see this screen. Click the Chaos box underneath where it says available signups. Coping with Chaos sessions will always start the title with the abbreviation CWC.



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 2nd and '3' for 3rd. 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.
- You will need to request the sessions for each child you wish to book on. If you are requesting a session which your child with additional needs would like to attend and not the sibling, please leave the siblings choice as 'N/A'. Please make sure you request sessions for all children in the same preference order.**

Monday - 4 Available

Bowling - 12/02

A. Topp
Organiser

£9.00 per term | Bowling - Branksome | 15

Come along and join us for two games of bowling. Practice your skills and maybe even have a try without using the bumpers if you're feeling brave enough!

Student23 - Amy CWAN, TEST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student24 - Amy Sibling, TEST	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VEC Swim 10am - 12/02

A. Topp
Organiser

£00 per term | Victoria Education Centre | 15

Private hire of the hydrotherapy swimming pool at Victoria School. Sessions are 1 hour long - You will need to be out of the building by the end of your session time.

Student23 - Amy CWAN, TEST	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student24 - Amy Sibling, TEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Monday - 4 Available

Tuesday - 2 Available

Build-A-Bear Party - 13/02

A. Topp
Organiser

£9.00 per term | Build a Bear Workshop | 15

Make your own furry friend to take home, and play fun party games and activities. Will you choose a bear, a frog or maybe even a dinosaur!

Student23 - Amy CWAN, TEST	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student24 - Amy Sibling, TEST	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Rock Reef - 13/02

A. Topp
Organiser

£9.00 per term | Rock Reef | 15

Test your limits and experience the 25 unique Clip n' Climb walls that provide lots of different challenges to get involved with. Minimum age - 4 years old.

Student23 - Amy CWAN, TEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student24 - Amy Sibling, TEST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

CWC Feb Half Term

Please complete a first, second and third choice for the holiday, and you will be allocated spaces accordingly due to demand. We ask for three choices to ensure fairness and so that we can support as many children as possible during the week. You will not be able to submit the booking form unless you have provided a minimum of two choices.

You are unable to book Durweston, as Open House sessions do not need to be pre-booked. Open House sessions are £15 per family and payable in cash on the day.

Please ensure to book all of your children who will be attending the session, including siblings. All bookable sessions are £9 for a child with Special Educational Needs & Disabilities (CWSEND) and £7 for each sibling - siblings under 3 years old attend free of charge, however please let us know if they will be attending.

Please note- Sessions must be requested the end of Sunday 21st January. You will receive confirmation of your session once we have allocated spaces, and you will receive details on how to pay after this.

Period From 12-Feb-24 To 16-Feb-24

Activities

Save for Later Next

- How signup works
- Make choices
- Submit to school
- Await allocation

This signup requires you to make choices and submit these choices to the school for your activities for this period. The school will then allocate activities based upon your selections and the groups size.

There may be options for each day. Only select options for a day if you want to take part in an activity for that day.

Once you have selected your choices, please click REVIEW & CONFIRM to see an overview of your preferences before clicking the COMPLETE AND SEND ALL TO SCHOOL button.

After you have sent your choices to the school you will not be able to edit them.

Preference selections may be limited to Daily or Weekly.

DAILY: Select your preferences for each day. Click the day of the week you want to make choices for. Make your first choice your 'preference1', your second choice 'preference2' and so on. You may only select ONE 'preference1', 'preference2', 'preference3', etc for each day. The system will not let you select P1 twice on the same day. To change your P1 choice first untick the current P1 choice.

WEEKLY: Select up to 5 top preferences for the week. Make your first choice your 'preference1', your second choice 'preference2' and so on. You may only select ONE 'preference1', 'preference2', 'preference3', etc across the week. The system will not let you select P1 twice in the week. To change your P1 choice first untick the current P1 choice.

When complete move onto the next day.

To save your preferences to complete later choose SAVE FOR LATER. If you want to review all of your choices click REVIEW & CONFIRM.

If during review you want to SUBMIT your choices to the school click on COMPLETE AND SEND ALL TO SCHOOL button. You will need to agree to terms &amp; conditions set by the school.

When the signup period closes, school staff will begin the task of allocating Students their preferred choices where possible. Following allocation you will receive an email notifying you of your allocated activities. You can then use SchoolBuddy to view all of these activities in your SchoolBuddy diary.

Search group name

Clear All

- 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.

Please note: Sessions must be requested the end of Sunday 21st January. You will receive confirmation of your session once we have allocated spaces, and you will receive details on how to pay after this.

Period From 12-Feb-24 To 16-Feb-24

Review

Edit Choices Submit to school

Monday

Student23 - Amy CWAN, TEST

Pref 1
Bowling - 12/02

Bowling - Branksome

Per term 13:15 - 15:15

Student24 - Amy Sibling, TEST

Pref 1
Bowling - 12/02

Bowling - Branksome

Per term 13:15 - 15:15

Student23 - Amy CWAN, TEST

Pref 2
VEC Swim 10am - 12/02

Victoria Education Centre

Per term 10:00 - 11:00

Tuesday

Student23 - Amy CWAN, TEST

Pref 3
Build-A-Bear Party - 13/02

Build A Bear Workshop

Per term 14:00 - 16:00

Student24 - Amy Sibling, TEST

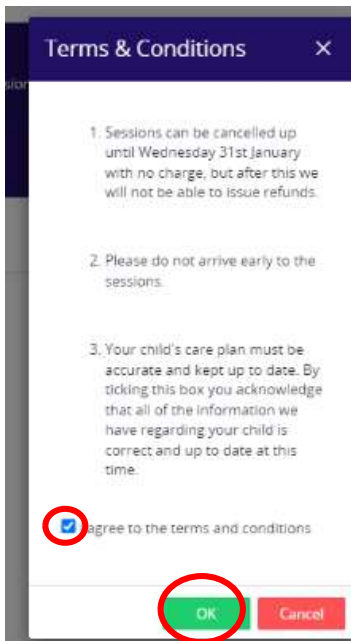
Pref 3
Build-A-Bear Party - 13/02

Build A Bear Workshop

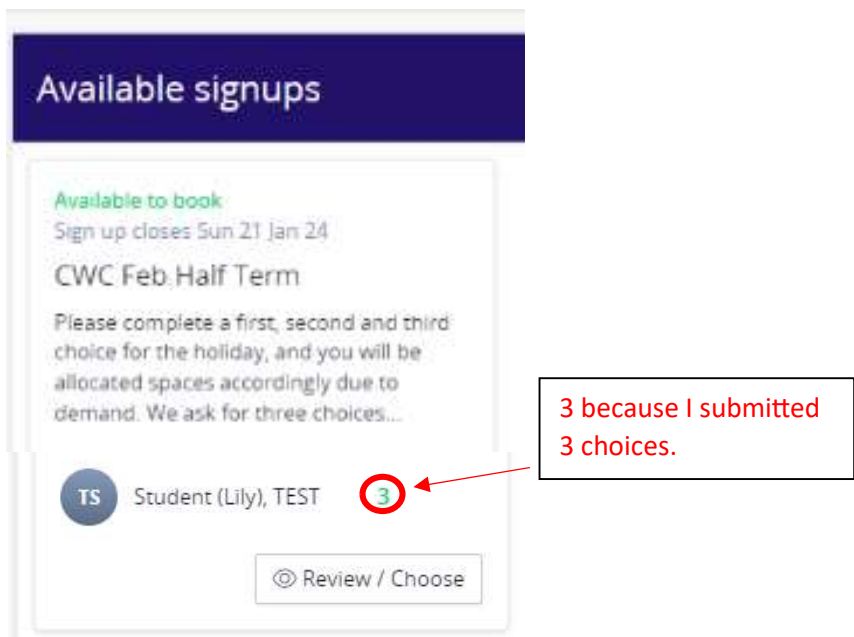
Per term 14:00 - 16:00

Edit Choices Submit to school

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.

Dear Amy Topp,

This is to confirm that your selections for CWC Feb Half Term have been sent to the school.

Groups SELECTED:

Group	Student	Day of week	Time	Location	Staff	Cost	Preference
VEC Swim 10am - 12/02	Student23 - Amy CWAN, TEST	Mon	10:00-11:00	Victoria Education Centre	Topp	9.00 Per term GBP	2
VEC Swim 10am - 12/02 - Playworker required	Student23 - Amy CWAN, TEST	Mon	10:00-11:00	Victoria Education Centre	Topp	9.00 Per term GBP	1
Bowling - 12/ 12	Student23 - Amy CWAN, TEST	Mon	13:15-15:15	Bowling - Branksome	Topp	9.00 Per term GBP	1
Bowling - 12/02	Student24 - Amy Sibling, TEST	Mon	13:15-15:15	Bowling - Branksome	Topp	9.00 Per term GBP	1
Build-A-Bear Party - 13/02	Student23 - Amy CWAN, TEST	Tue	14:00-16:00	Build a Bear Workshop	Topp	9.00 Per term GBP	3
Build-A-Bear Party - 13/02	Student24 - Amy Sibling, TEST	Tue	14:00-16:00	Build a Bear Workshop	Topp	9.00 Per term GBP	3
Putt Putt Noodle - 15/02 - Playworker required	Student23 - Amy CWAN, TEST	Fri	15:00-15:00	Flip Out	Topp	9.00 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

Diverse Abilities Short Breaks and the SchoolsBuddy team.

[Go to the Diverse Abilities Short Breaks SchoolsBuddy Portal](#)

9. **Important information: You will notice, there is no where on the booking system to request a 1 to 1 support worker to assist your family on sessions. Unfortunately, this is a problem we have encountered with the system and have been unable to solve as of yet. Therefore if you would like to request a support worker for any of the sessions which you have requested, you will need to email us at chaos@diverseabilities.org.uk with details of which sessions you require a support worker for.**

Apologies, we know this isn't ideal, however we knew there would always be teething problems with a new system, therefore please bear with us whilst we try to figure it out for future bookings.

10. Once you have made all your selections, the Chaos 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 the closing 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 (more information of how to pay will be sent at a later date).

If you have any questions, please email us at chaos@diverseabilities.org.uk