



# Warwick Preparatory School

## **Virtual Activities Environment (VAE)**

**– all you need to know!**



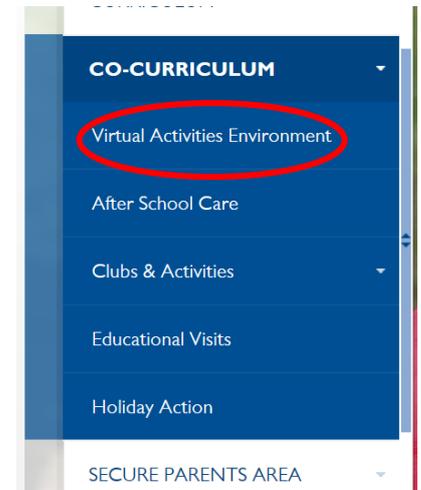
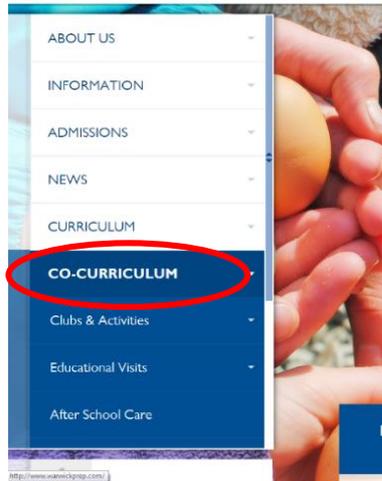
The VAE is our central hub for all things co-curricular. This booklet provides you with a step-by-step guide to accessing Warwick Prep School's VAE and will enable you to easily complete the following;

- Book your child into our After School Care Provision
- Book your child into before school, after school and lunchtime clubs each term (*Reception upwards*)
- Update your child's availability at an event including sports fixtures, educational visits, music and other events

## Accessing the Virtual Activities Environment

To access the Virtual Activities Environment, Warwick Prep's central system for all things co-curricular, please visit the 'Co-Curriculum' page of the Warwick Prep website [www.warwickprep.com](http://www.warwickprep.com).

From this drop down, please select the 'Virtual Activities Environment' subpage. You will then need to click on the link on this page to access the VAE log-in area (<http://mychq.net/warwickprep>) and log-in with your bespoke log-in credentials.



## Log-in to the Virtual Activities Environment

As you have already been using the VAE for a variety of things, you should already have your bespoke log-in details. If you have more than one child in the school, you will have separate log-in credentials for each child.

Your user name is your child's **full first name and surname, with a space in between** (no nicknames) **@warwickprep.com**. You should have already changed your password on first log-in to something memorable.

If you have any difficulties accessing the VAE then please contact a member of the Office Team on [parents@warwickprep.com](mailto:parents@warwickprep.com)

 Warwick Prep VAE  
Warwick Preparatory School

### Customer Log-in

Please enter your user credentials in the form below to gain access to the system ...

User Name:

Password:

[Log in](#)

[Forgotten your user ID or password?](#)

### Password information:

The VAE will force a password change on your first log-in to the system and then every 90 days thereafter. You should ensure your new password follows this criteria; the password must be longer than 7 characters, include a capital letter and contain a numerical value.

## After School Care Supervision – how to make a booking

To access the After School Care booking, please click on the picture of your child, then click on **'My information'** please select the **'My Scheduled Event Bookings'**. Here you will see a list of the after school sessions that are available to your child. The timings & costs of these sessions are detailed in the parent handbook and on the school website, as well as in recent communications.

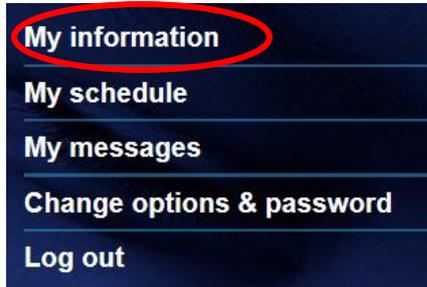
To create a new booking, click on **'Manage my bookings'** where you will be asked to choose a session from the drop down menu.

You can book individual sessions or book for a block. The 'cut off time' to book for that day is midday.

For example;

If you select to book the Wednesday 11 September, and select the end date of Wednesday 11 December, your child will be automatically booked into after school care **every** Wednesday between those two dates. The system will allow you to book up to a term in advance.

When you 'save' your bookings, you will be able to view these as a list and can cancel any individual bookings by clicking on the red cross.



- ▾ My Details
- ▾ My Schedule
- ▾ My Transport
- ▾ My Current / Future Activities
- ▾ My Activities History
- ▾ My Scheduled Event Bookings
- ▾ My Assessments
- ▾ My Absences
- ▾ My Other Profiles

### ▲ My Scheduled Event Bookings

**ASC LS/MS/US - following club session (until 17.45)**

**ASC LS/MS/US - long session (16.00-17.45)**

**ASC LS/MS/US - short session (16.00-16.25)**

**Manage my bookings**

#### Create New Booking

Date required  ▾

If this is a recurring booking, set the end date and the same time each week will be booked

▾

Notes

**Save**

**By booking your child into an After School Care session you confirm you agree to the cost of the sessions being added to your end of term fee bill as per the pricing structure below (prices are reviewed and are subject to change every year, with any increase taking effect from 1 September):**

**Short session: 4.00 until 4.25pm - £2.90**

**Long session: 4.00 until 5.45pm - £7.95**

**Following club session: until 5.45pm - £3.90 (variable start times)**

**A charge of £10 per 15 minute period will be charged to all parents booking children up after 5.45pm**

All After School Care bookings should be made online <http://mychq.net/warwickprep> by 12.00pm Midday on the day each session is required. Any bookings required after this time will need to be made via the School Office, 01926 491 545, and may incur a late payment charge.

You are now able to book termly in advance, by selecting a recurring booking and you can also record any notes regarding collection arrangements from After School Care. Please remember to update your bookings as and when your requirements change throughout the term (this can be done up to 12.00pm Midday on the day of each booking).

## Co-Curricular Activities – how to book your child’s termly activities (Reception upwards)

*You will be asked to select activity choices termly and will have a window of opportunity to sign-up and a deadline to submit them by*

On the home page you will soon see a tab **‘My Activities - 2019-2020 Autumn Term’** (this name will change depending on term/year). Please click on **‘view/manage /submit activity choices’**. The activities available to your child will be listed here. You will not be shown any activities that are not relevant to your child’s age group.

Further information about each activity is available by clicking on the ‘i’. Please do refer to the activity booklet for a more detailed description. This will be able to be downloaded from the Co-Curriculum page of the school website from mid June.

Welcome to Warwick Prep School's Virtual Activities Environment!

Please select your child's activity choices for the Spring Term below. Choices need to be marked in order of preference across the week, 1 being the favourite (continuing with 2, 3, 4 etc). These preferences should be typed into the 'requested' boxes that appear below.

An asterisk indicates that your child has automatically been offered a place in an activity. Should your child wish to withdraw from any activities that have been marked with an asterisk, you cannot do this online, please contact Mrs Crafts in the school office on [a.crafts@warwickprep.com](mailto:a.crafts@warwickprep.com).

If you change your mind on an activity before the deadline, you can remove any choices by replacing your preference number with a '0' and then resubmitting your choices.

The deadline for selecting choices is **Wednesday 6 December 10.00am**. Unfortunately, **we cannot accept any requests after this date** as the administrative process is significant and will commence with immediate effect.

Please refer to the Activity Booklet for your child's year group - these are available for download from the Co-Curriculum page of the school website <http://www.warwickprep.com/thistermsactivities> but will have also been attached to the email you should have received. These will provide much more detail about each activity as well as specific information such as collection points, staffing, costs, eligibility criteria (where appropriate) etc.

If you have any queries please contact me directly ([deputy@warwickprep.com](mailto:deputy@warwickprep.com)), or, before the end of term, my colleague, Mrs Anne-Marie Crafts who works in the school office ([a.crafts@warwickprep.com](mailto:a.crafts@warwickprep.com))

Thank you  
Tanya Hill  
Deputy Head  
Monday

**Karate [16:45-17:45] (Open to all) i**

**i Sessions are taught so that complete beginners can work alongside those who are more advanced.**

**Thursday**

To select activities for your child, you should enter **numerical values** into the **'requested'** box, 1 being first choice, 2 being second choice, then 3, 4, 5 etc. across the week, not by day. You **cannot** enter the same number in more than one box, the system will not allow it!

We will always try to give every child their first choice activity, so by listing clubs in order of preference, this seems to be the fairest way to allocate places.

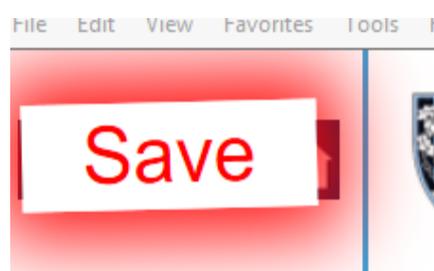
Any activities that your child has been pre-selected to participate in by a member of staff will already be selected with an asterisk – **you cannot amend these**. If your child no longer wishes to participate in this activity, please contact Mrs Crafts in the School Office **before the deadline**.

([a.crafts@warwickprep.com](mailto:a.crafts@warwickprep.com))

Once you have indicated the order in which you wish your child to be considered for activities, click on the red **'save'** button on the left hand side of the screen. The next view will show a similar screen with the word 'submit'.

To send your choices through to the activities administrator, please click on **'submit'** once more in the box that should have appeared.

	Requested	Submitted	Approved
<b>Monday</b>			
Chess Club [12:10-13:40] Clockroom classroom Cost: £4.30/session	1		
Recorder Carousel [12:10-12:40] Music practice room Cost: £92.50	2		
Violin Carousel [12:10-13:10] Music classroom 1 Cost: £92.50	0		
Lower Two Ballet [17:15-17:45] Main hall Cost: £9.00	0		
<b>Tuesday</b>			



## Co-Curricular Activities - chargeable activities

If there is a charge for an activity, you will see this message appear at the top of the screen once you have numbered the activity.

Once you save and submit choices following the steps above, you will see the following statement appear.

You will need to type the phrase:

**I agree to the cost**

exactly as it appears on screen, into the box provided, before clicking on submit.

**The system will not let you proceed without accepting this.**

Should you wish to make a change to any of your choices before the deadline, replace the numbered activities with a **0** and save it. This will wipe your choices and allow you to select your preferences again.

By clicking on the link to take you back to the profile page, you will see your choices listed. Once the allocation process has taken place these will be shown as **'approved'** or in some cases **'declined'**.

### Submit

You have activity preferences which have not yet been submitted for approval. If you are ready to do so, you may submit your preferences using the button below.

Please note that you have chosen one or more activities that incur a cost. If you are allocated a place you will be charged for them.  
Please enter the following word/phrase into the box below to indicate your acceptance of any charges: **I agree to the cost**

 [Home](#) |  [Confirmation](#)

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### Activity Choices Submitted

Thank you for submitting your activity choices, which have been received.

Please note that this is merely a receipt confirmation of your choice.

[Please click here to go back to your profile page.](#)

## Pupil Availability - confirming attendance at an event / trip / fixture

We are fast-moving towards a paper-free environment and use the VAE on a regular basis to communicate various information to and obtain responses from parents.

The email pictured is a common format in which we would send a request to you as parents.

We would request confirmation of your child's attendance at an educational visit, a sports fixture, a concert and a variety of other events. Where necessary we would attach to each email, further information about the event for you to download, read and keep. If you cannot click on the links in the email you can log-in to the VAE as detailed at the beginning of this booklet and follow these steps:

From your home page, click on the **'My Profile'** tab and expand the **'Future Availability'** box. You will see a list of any events you have already responded to. A **'Y'** indicates a Yes response and a dash **'-'** indicates a No response. Click on **'Manage availability'** and in the list **'Fixtures pupil has yet to decide'** you can update your child's availability at various events by clicking on the correct arrow to move the event to **'pupil will attend'** or **'pupil cannot attend'**.

**DEADLINE TO RESPOND: 10.00am on Wednesday 20 April (this week!)**

Dear Parents,

Following on from the earlier email you should have received, please confirm if you wish your daughter, Jessica, to be entered into the ballot draw to participate in the Middle School 'Junior Olympics' Athletics event at Malvern St James Girls School, on Wednesday 8 June 2016.

Please note that by clicking 'yes' **does not** guarantee your daughter, Jessica, a place in the event but it will enter her into the ballot draw which will be held on Wednesday afternoon, hence why all responses **must** be made by **10.00am on Wednesday**.

To provide consent, please click on the link below:

<p><b>YES</b></p> <p><a href="#">My daughter <b>WOULD</b> like to be entered into the ballot draw to participate in the Middle School 'Junior Olympics' Athletics event on Wednesday 8 June. I understand that by clicking yes does not guarantee my daughter a place in the event</a></p>	<p><b>NO</b></p> <p><a href="#">My daughter <b>DOES NOT</b> wish to be entered into the ballot draw</a></p>
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If you cannot click the links above, please log into the system at <https://mychq.net/warwickprep> where you will be able to confirm your daughter's attendance.

Yours Sincerely,

Ms Sarson

**Director of Sport**

Membership

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Future Availability

Fixture	Available
Midlands Hockey Tournament (A) 21/04/16	Y
Warwick Prep School Swimming Squad Summer 2016 22/04/16	Y
End of Year Swimming Gala - Upper 2 30/06/16	Y
<a href="#">+ [ Manage availability ]</a>	

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Fixtures pupil will attend	Fixtures pupil has yet to decide	Fixtures pupil cannot attend
U1 visit to Compton Verney 14/06/16 >>	<< Music Theory (Grades 1-3) Activity 06/06/16 >>	<< End of Year Swimming Gala - Upper 1 30/06/16
U2 visit to see 'The Tempest' 07/07/16 >>	<< Jazzmatazz Activity 06/06/16 >>	
	<< Spanish club Activity 07/06/16 >>	
	<< U1, U2 Sewing club Activity 07/06/16 >>	