

# After-School Collection Arrangement

August 2015

## Objective

This function provides a user-friendly way that parents can update how their children go home after school on regular days and after school activities. School may view the collection (go-home) option for Monday to Friday of the week and run reports in both Activities module and Student Demographics module. It allows individual schools to turn on off this function on Gateway. Schools may pre-define their go-home arrangement options for selection.

The typical go home arrangement option of students:

**Arrangement \***

- Please select
- School(PTA) bus
- Private bus
- Walk alone
- Collected by adult
- Not Yet Confirm
- Others

## Turn the Function

SGA or User with the Change Request Form Management role may turn on the “After-School Collection Arrangement” CR form under **Admin > CR Management > Settings**

Enable forms	Parent Change Request	Annual Data Refresh	Email notification
Family Information	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	✓	<input checked="" type="checkbox"/>
Emergency Contact	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	✓	<input checked="" type="checkbox"/>
Medical Information	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	✓	<input checked="" type="checkbox"/>
Student Information	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	✓	<input checked="" type="checkbox"/>
<b>After-School Collection Arrangement</b>	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	-	<input type="checkbox"/>
Transfer Application for Year 7 (For Year 6 Only)	<input type="radio"/> Enabled <input checked="" type="radio"/> Disabled	-	<input type="checkbox"/>
Opt-in Communications	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	-	-

Submit Reset

Once enabled, the following functions will be available on your school Gateway.

- ✓ Parent will have a new CR from to update the after school collection arrangements of Monday to Friday

**Change Request**

Please click on the link below to open the corresponding change request form. Submitting change request form with no data change will be regarded as confirmation of the current data is up-to-date. Should you have any questions please contact the School Office.

**ACKE00001s's Family**

[Family Information](#)

**ACKE000002s, ACKE000002p (5K)**

[Emergency Contact](#)

[Medical Information](#)

[Student Information](#)

[After-School Collection Arrangement](#)

**After School Collection Arrangement**

After School Collection Arrangement > Edit

Changes made in this form will be applied to the student only.  
Submitting request without any change will be regarded as confirmation of the current data are up-to-date

CHAP000059 (1A)

**Arrangement on Regular Days**

Parents are required to specify how their children go home after school on regular days. The information must be updated in a timely manner should there be any change. Changes can be made at any time by selecting "Change Request" on the Admin menu.

	Arrangement *	Remark
Monday	School(PTA) bus	
Tuesday	School(PTA) bus	
Wednesday	School(PTA) bus	
Thursday	School(PTA) bus	
Friday	School(PTA) bus	

**Arrangement on Activity Days**

Parents are required to specify how their children go home once after school activities/clubs have finished. The information must be updated in a timely manner should there be any change. Changes can be made at any time by selecting "Change Request" on the Admin menu.

There is no activity registered for the student in Gateway currently. Please skip this section.

Fields with asterisk \* are required.

Submit Cancel

The CR form has two sections:

**Arrangement on Regular Days** is for Monday to Friday collection arrangements. If user selects **Other** from the drop down, it will require specify the details on Remark field.

**Arrangement on Activity Days** is for the after activity collection arrangement. If the student has registered any activities (including current and future) which required the parent provide after activity collection arrangement, it will list the activity by day of week and the collection arrangement.

Approval process is not required for this CR but CR administrator can track all change history captured under **Change Request Admin**.

Change Request												
Manage <span>Batch Manage</span> <span>Reply Status</span> <span>Settings</span>												
All Years <span>Approved</span> <span>After-School Collection Arrangement</span> <input type="text"/> <span>Search</span>												
<a href="#">Export CSV</a>												
Form Type	Ref no.	Family Name	Student Name	Roll grp	Submitted by	Date of Submission	Follow-up by	Date of follow-up	Billing Process	Status		
After-School Collection Arrangement	KSc0000000037	CHAP000056, Family	CHAP000059o	1A	CHAPPEL, Family	25/08/2015 17:48:20	-	-	N/A	Approved	<a href="#">[View Request]</a>	
After-School Collection Arrangement	KSc0000000036	CHAP000056, Family	CHAP000059o	1A	CHAPPEL, Family	25/08/2015 17:48:12	-	-	N/A	Approved	<a href="#">[View Request]</a>	
After-School Collection Arrangement	KSc0000000035	CHAP000056, Family	CHAP000059o	1A	CHAPPEL, Family	25/08/2015 17:48:05	-	-	N/A	Approved	<a href="#">[View Request]</a>	

- ✓ Both staff and parent will be able to view the latest status on a new page **Student Demographics > After School Arrgn't**

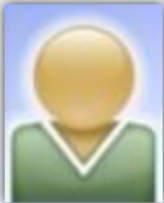
After School Collection Arrangement > Ref no. KSc0000000029 Last Update: Aug 25 2015 03:42PM

**Changes made in this form will be applied to the student only.**  
**Submitting request without any change will be regarded as confirmation of the current data are up-to-date**

CHAP000057 (3C)

**Arrangement on Regular Days**  
 Parents are required to specify how their children go home after school on regular days. The information must be updated in a timely manner should there be any change. Changes can be made at any time by selecting "Change Request" on the Admin menu.

	Arrangement *	Remark
Monday	School(PTA) bus	-
Tuesday	School(PTA) bus	-
Wednesday	School(PTA) bus	-
Thursday	School(PTA) bus	-
Friday	School(PTA) bus	-



Demographics

Medical Information

Standardised Assessments

Attendance Report

**After School Arrgn.**

Timetables

ARR Report

- ✓ CR Management role users will be able to make changes on this screen.


After School Collection Arrangement > Ref no. KSc0000000033 Last Update: Aug 25 2015 03:46PM

**Changes made in this form will be applied to the student only.**  
**Submitting request without any change will be regarded as confirmation of the current data are up-to-date**

CHAP000059 (1A) [\[ Edit \]](#)

**Arrangement on Regular Days**  
 Parents are required to specify how their children go home after school on regular days. The information must be updated in a timely manner should there be any change. Changes can be made at any time by selecting "Change Request" on the Admin menu.

	Arrangement *	Remark
Monday	School(PTA) bus	-
Tuesday	School(PTA) bus	-
Wednesday	School(PTA) bus	-



[\[ Change Photo \]](#)

Extended Demographics

Medical Information

Assessments

Standardised Assessments

- ✓ There is a new standard report **After School Arrangement** under the **Student Demographics > Standard Report**.

It allows filter by per year, roll group, activities and on a specific date. The report will reflect both the regular school date arrangements and the after activity arrangements if a student attends any activities on the selected date.

Photo	Student Name	Year Group	Roll Group	Activity	Collection	Remark	Parent Mobile	Parent Email(s)
	ALMO000004s, ALMO000004p	Y01	1A	-	School(PTA) bus	-	M:9325 0000 F:9325 0000	M:ALMO000003@tgmail.com F:ALMO000003@tgmail.com
	BHAT000079s, BHAT000079p	Y01	1A	-	Collected by adult	-	M:9862 0000 F:9862 0000	M:BHAT000069@tgmail.com F:BHAT000069@tgmail.com
	CHAP000059s, CHAP000059p	Y01	1A	-	School(PTA) bus	-	M:9353 0000 F:6301 0000	M:CHAP000056@tgmail.com F:CHAP000056@tgmail.com

User may export the report CSV:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ESF_Glob	School_Ye	Roll_Grou	StudentN	Activitiy	Day	OptionDesc	Remark	MMobile	MEmail	FMobile	FEmail	LastUpdate
2	casea1	Y01	1A	CASE000018s, CASE000018p					M:9138 00	M:CASE00	F:9624 000	F:CASE000016@tgmai	
3	chanb11	Y01	1A	CHAN0041	Yes	Wed	Collected by adult	dfasdasdf	M:9654 00	M:CHAN01	F:9811 000	F:CHAN00	#####
4	chenz4	Y01	1A	CHEN001221s, CHEN001221p					M:9275 00	M:CHEN00	F:9813 000	F:CHEN001220@tgma	

### Enable collecting the collection arrangement when register Activities

If school uses both Gateway Activities module and the After School Collection Arrangement. It is possible to require parents/teachers (when register activity) to input after activity collection arrangement with register activity for students.

#### 1. Activity Category Settings

Create time slots that require parent to specify after school collection arrangement, e.g. "After School".

**Time Slot and Venue Setting**

Specify Time\*  Yes  No

Time Slot\* Slot ✖ Delete Slot

Start Time/End Time

Slot Name\*

Start Time

End Time

Need Parent Specify Collection Arrangement  Yes  No

#### 2. Activity Settings

Create an activity under above category, set the schedule with the above time slot ("After School") that will requires parent to fill in after school collection arrangement. There will be red message if you have select the .

**Activity Details \***

Non-Scheduled Activity

Location \*

Scheduled Activity

Slot ✖ Delete Slot

Day \*

Location \*

Time Slot \*

Require parent to specify the after-school collection arrangement when registering.

#### 3. When parent register the activity, it will prompt for input collection arrange. It will list the activities registered for the student, and require input the collection arrangement.

Activity Name	School Year	CAS Type	Day of Week	Payment (HK\$)	Registration
Battle of the Books, Term 1	2015 (1)	O	W	HK\$100.00	Register

**After-school Collection Arrangement Update** ✖

**Arrangement on Activity Days**

Parents are required to specify how their children go home once the school activity/club has finished. The information must be updated in a timely manner should there be any change. Changes can be made at any time by selecting "Change Request" on the Admin menu.

**Activity Registered & Period** **Arrangement \*** **Remark**

Wednesday Battle of the Books, Term 1  
(07/09/2015 - 30/09/2015)

Fields with asterisk \* are required.

If Teacher add student to the activity manually under the Activity Enrolment screen:

The screenshot shows the 'Activity Enrolment' screen for '2014 Term 1 - Battle of the Books, Term 1'. A table lists participants with columns for Name, User Type, Registration Time, No. of participant(s), and Extra payment status. An 'Add Participant' dialog box is open, showing a search for 'BADR000001s, BADR000001p' and 'Submit'/'Cancel' buttons.

Name	User Type	Registration Time	No. of participant(s)	Extra payment status
YU--000430s, YU--000430p (5K)	S	04/09/2014 12:00	1	<input type="checkbox"/> Paid

After select a student, click submit, it will prompt teacher to input collection arrangement as below, if you don't know the information, select **Not Yet Confirm**, parent/administrator may update the arrangement for this activity in a later stage via the change request form.

The dialog box is titled 'After-school Collection Arrangement Update'. It contains a section 'Arrangement on Activity Days' with explanatory text. Below, there are fields for 'Activity Registered & Period', 'Arrangement \*' (a dropdown menu currently showing 'Please select'), and 'Remark'. A note states 'Fields with asterisk \* are required.' 'OK' and 'Cancel' buttons are at the bottom right.

- After registered activities, parents may change the arrangements via standard change request form for their children anytime. **Admin > Change Request**

The screenshot shows a 'Change Request' form for 'CHAN004134s, CHAN004134p (1A)'. It lists several links: 'Emergency Contact', 'Medical Information', 'Student Information', and 'After-School Collection Arrangement'. The 'After-School Collection Arrangement' link is circled in red.

After School > Edit

**Changes made in this form will be applied to the student only.**  
**Submitting request without any change will be regarded as confirmation of the current data are up-to-date**

ACKE000002 (5K)

**Regular Day Arrangement**  
 Parent are required to specify how their children go home after school on regular days, the information should be update timely when there is any change to the arrangemnet.

	Arrangement *	Remark
Monday	School(PTA) bus	
Tuesday	School(PTA) bus	
Wednesday	School(PTA) bus	
Thursday	School(PTA) bus	
Friday	School(PTA) bus	

**After School Activity Arrangement**  
 Parent are required to specify how their children go home after school school activity/club, the information should be update timely when there is any change to the arrangemnet.

Activity Registered	Arrangement *	Remark
Football Squad, Term 1 (Subject to trials and invi 02/09/2015 - 09/12/2015 (Tuesday)	Private bus	92525555
Battle of the Books, Term 1 07/09/2015 - 31/12/2015 (Wednesday)	Private bus	92525555

Fields with asterisk \* are required.

Submit Cancel

In the above case, if you run a report for Tuesday 22/09/2015, which is the activity date, it will show student will be collected by Private bus instead of School(PAT) bus.

5. Print Activity Report

1) Under Activity Enrolment, select the activity to print report, it will allow add the with go-home arrangement information.

Activity Management

School Year : 14/15

Term 3 Staff Run Activities Term 2 Staff Run Activities **Term 1 Staff Run Activities** Category Settings

All Activities **Activity Enrolment** Control Panel School Activities Guide Student Payment

School Term : Term 1

Term1 Print Print with Details

Activity Name	Year	CAS Ty
Battle of the Books, Term 1	All	O
Chinese Music Ensemble, Term 1	04,05,06	O

**Print Type Option**

With Contact

With Fee

With go-home arrangement

Print Cancel

Term 1 = 10, Term 2 = 10, Term 3 = 10

Page 1 Display 50 /Page

Enrolment Confirmation	Attendance Sheet
Confirmed	Print
Confirmed	Print

2014 Term1 - Battle of the Books, Term 1									
Assigned Internal Staff:		Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
#	Student Name	9 Sep Wed 15:00 - 16:00	16 Sep Wed 15:00 - 16:00	23 Sep Wed 15:00 - 16:00	30 Sep Wed 15:00 - 16:00	7 Oct Wed 15:00 - 16:00	14 Oct Wed 15:00 - 16:00	21 Oct Wed 15:00 - 16:00	28 Oct Wed 15:00 - 16:00
1	ALMO000004s, ALMO000004p (1A)	(Wed) Collected by adult							
2	BHAT000079s, BHAT000079p (1A)	(Wed) Not Yet Confirm							
3	CHAP000059s, CHAP000059p (1A)	(Wed) Collected by adult							
4	ACKE000003s, ACKE000003p (3M)	(Wed) Collected by adult							