

Booking & Session Cost

The cost is per session and fees generated will go towards staff and running costs. Booking should be made in advance, to guarantee staff/pupil ratios. Once you have booked and paid for your child/rens place, it will be non-refundable.

Breakfast Session	7:30 - 9:00	£5 (includes breakfast)
Morning Session	9:00 - 12:00	£12.50
Afternoon Session	12:00 - 3pm	£12.50
Teatime Session	3pm - 6pm	£10.00 (includes tea)

Booking

To ensure adequate staffing and resources, parents are required to register and pay for their child's places, before the end of the previous term. Please complete the Term 3 Registration form on line, stating the days/sessions that you would like your child/ren to attend. Once Registered, you will be required to pay for your sessions prior to the end of term. Payment can be made by cheque or by bank transfer using the following bank details:

HSBC Bank

Account Name: Leigh Academies Trust Cherry Orchard Academy

Sort Code: 40-19-04 **Account No:** 22142902

Please ensure you use the following prefix as a reference for Holiday Club: HC followed by your child's surname. A remittance advice should also be sent by email to finance@cherryorchardprimary.org.uk.

If there is insufficient uptake to make the club viable, we reserve the right to cancel sessions, but this will always be notified before the end of the School term prior to any Holiday Club sessions commencing.

Late Payment

Late payments will not be accepted; If payment is not made 24 hours in advance of a session, your child's Holiday Club place will not be available. If you are experiencing difficulty with payment please contact the school directly.

School Closure

If, for any reason, there is a school closure we will endeavour to contact you as soon as possible. Please also refer to the school website and local radio stations for information.

Child Illness

If your child is unable to attend a Holiday Club session due to illness, please inform the Holiday Club staff as soon as possible on the number provided.

HOLIDAY CLUB PROVISION TERM 3



www.cherryorchardprimaryacademy.org.uk

At Cherry Orchard Primary Academy, we offer parents continuous provision via additional Holiday Club activities outside of term time. For Term 3 we will be offering a full week of different morning and afternoon activities throughout the week, as well as an additional breakfast and teatime session, in line with the Nursery provision. This will run from Monday 12th February through to Friday 16th February inclusive.

PLEASE REGISTER ON LINE BEFORE 1st FEBRUARY TO ENABLE STAFFING



HOLIDAY CLUB

Our Term 3 Holiday Club will offer a full week of activities over the 2018 February half-term from **Monday 12th February to Friday 16th February inclusive**. Each day will be split into 4 sessions - in line with the Nursery provision already being offered outside term time. Please note this service is only open to children from Cherry Orchard Primary Academy and for Years R, 1 & 2.

Parents will now be able to register their child on line on this link:

<https://goo.gl/forms/C713uxrnzgMiLJVn2>

Please clearly indicate preference for a morning or afternoon session and whether the additional options of an early drop-off (**Breakfast session**) or late pick-up (**Teatime Session**) is also required. Payment can be made on line or handed to the office in a named envelope by **Thursday 1st February** in order to guarantee a place and enable us to confirm with coaches and activity leaders.

Dropping Off

Children should be dropped off to Holiday Club via the Nursery, through the electronic gate, by an appropriate adult and signed in with the Holiday Club Staff to ensure the safe arrival/handover of all of children. If your child has already completed an emergency contact sheet and password for our Extended Schools Provision, there is no need to complete another. New children to the scheme will need to have the relevant paperwork completed prior to starting Holiday Club. No child will be accepted into Holiday Club without the relevant completed paperwork.

Collection

At the end of their session, children should be collected by a parent or designated adult via the Nursery electronic gate. Please be aware Holiday Club staff may be outside in the school grounds, or inside the school hall, so allow plenty of time for collection.

Security

For security and safeguarding purposes, if any person - other than a parent - is collecting a child, the parent must, wherever possible, notify the Holiday Club Staff beforehand. We will not allow any child to depart from Holiday Club, unless we have a form of identification and/or a password that has been previously agreed with a member of staff. Adults collecting any child/children must present themselves to a member of staff and sign their children out and write down the time of departure. Children will be supervised at all times by Academy staff in the appropriate ratios. School grounds will be secure and gates locked at all times. Entry and exit will only be via the Nursery provision.

Contact Information

Please make sure that the Holiday Club staff have your 'on the day' contact details, should they differ from your Registration form.

Term 3 Activity Programme

All sessions supervised by additional Academy Staff	Morning Session 9am - 12 noon	Afternoon Session 12 noon - 3pm	Coach/Facilitators
Monday 12.02.18	Tag Rugby	5 a-side Football	Cameron Barnes
Tuesday 13.02.18	Basketball/Dodgeball/Rugby	Arts & Crafts	Progressive Sports
Wednesday 14.02.18	Strictly Come Dancing	Show for Parents *	PTA
Thursday 15.02.18	Arts & Craft	Hockey/Tri-Golf/Fencing	Progressive Sports
Friday 16.02.18	Outdoor Games	Pizza & Cookie Party *	COPA Cook

Optional Parent Participation *

Parents are invited to watch the Strictly Come Dancing Show at **2:30pm** prior to pick up Wednesday and at 3pm to share Pizza and Cookies which the children are cooking on Friday.

Clothing

Please ensure all children are appropriately dressed to take part in the sports activities ie shorts/T shirt/tracksuits and indoor trainers or plimsolls (no studs). Sessions will run for 45 minutes, with a break in between. Children taking part in the Strictly Day can bring in smart party wear to change for the show. Please indicate on the registration form if you do not want your child to have face glitter or face paint.

Refreshments & Lunch

Regular opportunities to refill water bottles will be made available throughout the day. Children staying for the whole day (morning and afternoon sessions) should bring a packed lunch and snacks, as there are no school caterers on site.

Breakfast & Tea

Cereal and toast will be provided for anyone taking the additional early Breakfast option at 7:30. A cut-off of 8:15am will be applied, after which time, breakfast will not be available. A light tea of sandwiches & fruit or similar will be provided at 5pm for those taking up the additional Teatime collection option.

Late Collection (after 6pm)

Please notify Holiday Club Staff, if you are unable to pick your child up on time. We do appreciate there will be the occasional unavoidable emergencies; however should this begin to happen more frequently (more than two times in any Holiday Club week) you will be charged. Late pick up after 6pm will be charged at £5 for the first 10 minutes then £5 for every 5 minutes after that. The Holiday Club Emergency Contact Number is 01322 242011 - Ext 2 for Nursery.