

### Booking and Payment

The cost of pre-booked Breakfast club is **£4.00** per session and After School Club is **£8.50** per session. Ad-hoc sessions may still be possible, but will be charged at a premium rate of **£5** for BC and **£10** for ASP. Registration is open until 20 August each term to enable us to process bookings. Monies generated in fees will go towards staff and running costs. Once you have booked and paid for your child/rens place it will be non-refundable.

Please register on line for the google form for next term, stating the days that you would like your child/ren to attend. You will then be invoiced by our Finance Officer and you can pay via bank transfer/childcare vouchers on line, quoting the reference number on the invoice. Please see full details on our website under [Extended Schools Provision](#).

If you wish to use the Breakfast or After School Clubs on irregular occasions, you will need to contact our new Clubs co-ordinator - Miss Bill - between 3:30 and 5:00pm on 01322 242011 to check for availability, but this will be at a premium rate shown above.

### Late Payment

If your account is still in arrears after two weeks, you will be sent a reminder. If this is still outstanding after four weeks, your child will no longer be accepted in either of our Extended School Services. If you are experiencing difficulty with payment please contact the school directly on 01322 242011 and speak with Miss Betts to discuss.

### 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 session due to illness, please inform the school office as soon as possible. However, there will be no refund for pre-booked sessions that are cancelled. Pre-booked sessions that are cancelled may be carried over to the next term in **exceptional circumstances** only.

### Contact Information

Please make sure that the Breakfast/After School Provision staff have your most recent contact details, if these differ or change from those submitted in the on line registration form.

Our contact number after 6pm in the event of emergencies is 01322 242011  
Ext. 406 Nursery

# EXTENDED SCHOOL PROVISION



Cherry  
Orchard  
Primary Academy

[www.cherryorchardprimaryacademy.org.uk](http://www.cherryorchardprimaryacademy.org.uk)

*At Cherry Orchard Primary School, we are proud to be able to offer parents daily 'Wrap-around Childcare' through our Extended Schools Service. Our Breakfast and After School Clubs offer before and after school childcare in a relaxed, happy and safe environment, whilst at the same time promoting the same high values and ethos of Cherry Orchard Primary School.*



## **BREAKFAST CLUB**

Breakfast Club (BC) runs every morning from 7:30am until 8:45am, after which the children will be taken to their classroom for the start of the school day. Our aim is to provide a happy family atmosphere, where children are encouraged to work together as a team! BC is supervised by our Teaching Assistant Nicole Braddick.

### **Dropping Off**

Children must be dropped off at BC via the main school gate, by an appropriate adult and signed in with BC staff, to ensure the safe arrival of all of children.

On arrival, children will have a choice of activities such as board and construction games and will then be encouraged to help lay the breakfast table, before being served a healthy breakfast in the school hall at 7:45am by our own on-site caterers Olives. Breakfast will typically consist of a choice of cereals, toast or muffins and fresh fruit, accompanied by juice, milk or water. In addition a hot option will also be offered on certain days of the week. There is a cut-off of 8:10am to receive breakfast, as the hall needs to be set up for additional activities. See *Olives sample menu on our website*.

### **Five-a-day-Fitness**

At 8:20 children will be given the option of taking part in the School's subscribed daily Fitness Routine which you can view on this link [//5-a-day.tv](http://5-a-day.tv).

*“Vigorous exercise BEFORE learning improves student memory, mood and behaviour, and helps create a heightened state of attention. Exercise is the single most powerful tool you have to optimise your brain function and improve learning. To keep our brains at peak performance, our bodies need to work hard.”*

– John Ratey, MD, author of SPARK

### **Teeth Hygiene**

At Cherry Orchard Primary, we encourage all children attending Breakfast Club to clean their teeth after eating and ask that children bring a named toothbrush, to be kept at school, for this purpose. This will be sterilised with Milton at term end.

## **AFTER SCHOOL PROVISION (ASP)**

Our ASP runs from the end of every school day through until 6pm (term time only). We understand our children have been working hard at school and wish to relax and unwind at the end of the school day; our activity programmes are designed to meet this requirement. Our aim is to provide the atmosphere of 'playing at someone else's house - but with lots of friends and toys'. Early Years children will join the Nursery Provision supervised by the Nursery Staff, whilst Years 1—3 will join ASP managed by our ASP Supervisor - Tammy Smith.

### **After School Collection**

EYFS children will be collected from their classroom at 3:15pm and taken to the Nursery Provision; older children will access the ASP from inside school. Whilst registration takes place, children will have access to a choice of toys and games for free play, or watch children's TV. All children will be offered a healthy fruit snack and a drink on arrival.

## **Activities Programme**

Children will be encouraged to join in one of the varied daily adult-led activity sessions, such as junk modelling, playdough, board games, seasonal arts and craft or nature activities, role play areas and construction games. These rotate weekly to avoid duplication for children attending the same session each week.

In addition, we will also provide a suitable working area with colouring pencils, paper and books, for those who may wish to practice or extend their home learning and during the summer months, access to the outside areas will be available with adult supervision.

### **Tea**

Children will be served a light tea between 4:30pm (EYFS) and 5pm (KS1/KS2) in the School hall, provided by our on-site caterers Olives – *see sample menu on our website*. Again we will include the children in helping to lay the table and create the atmosphere of a relaxed informal meal, where children will be encouraged to chat about their school day with each other. Activities and menus will be rotated for Breakfast Club, ASP and Nursery Provision, so that children can sample and experience a variety of different things – especially if they only visit us on certain days of the week!

### **Picking up**

Children must be picked up from ASP and Nursery by an appropriate adult to ensure safe collection of all children. Collection for EYFS children will be via the electronic Nursery gate whilst collection for Years 1—3 will be via Main Reception, which will be manned by Miss Bill until 5pm. Parents collecting after 5pm will need to ring the doorbell at Reception; your child will then be brought to the door by the ASP Supervisor. Adults collecting any child/children must sign their children out and write down the time of departure. Unfamiliar adults will need to produce an agreed password.

### **Late Collection**

Please notify us 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 term) 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.

### **Security**

For security and safeguarding purposes, if any person - other than a parent is collecting a child - the parent must notify the school office beforehand between the times of 8.45 and 5:00pm. We will not allow any child to depart from ASP or Nursery, unless we have a form of identification and a security password agreed with a member of staff and the designated parent.

### **Clubs Co-ordinator**

Miss Bill is our Club co-ordinator and will be responsible for the day to day management of our clubs. Miss Bill can be contacted between 3:30pm and 5:00pm (except for Wednesdays) on 01322 242011 or pop in and see her at the Office.