

13th July 2018

Dear Parent

Re: Term 1 Extended School Provision - September 2018

Registration is now open for Term 1 Breakfast Club and After School Provision, but I would like to draw your attention to a few changes, now that numbers in each of our clubs are rising.

Clubs Coordinator

Our Clubs coordinator, Miss Bill will work alongside Mrs. Smith, Miss Braddick and myself and be responsible for the day to day management of all club bookings. You can contact Miss Bill between 3:30 pm and 5:00 pm on 01322 242011 every evening except Wednesdays, or pop in to see her at the front desk at Reception, where she will be happy to help you with any queries.

School Activities Clubs

I have been made aware there has been some disappointment expressed over the number of occasions our football coaching session has been supervised by Miss Bill. For this reason, the cost of all school activity clubs will be priced at £3, whether they are delivered by outside specialists or voluntary staff and parents. You will appreciate it causes both us and working parents difficulties contacting parents at the last minute to cancel clubs - both with pick-up times for parents and refunds for us.

For this reason, I would like to make you aware that Miss Bill will continue to step in to supervise any school clubs, if we have a coach or teacher who is not able to take one of our activities clubs; we hope you appreciate our reasons for doing this.

Registration and Payment

ASP / BC

From Term 1, Registration for these provisions is open until **Monday 20th August**, to enable us to process bookings and staffing, before the start of the school term. Pre-booked sessions will remain at the current price of £4 for Breakfast Club and £8.50 for After School Provision. Ad-hoc sessions *may* still be available - subject to availability - but these will be at a premium rate of £5 for BC and £10 for ASP. You should contact Miss Bill to request ad-hoc sessions on the above number, once registration has closed.

Once you have registered, you will be invoiced for the sessions you have booked and asked to make payment to the School Account by BACs using the Invoice Number as a reference for identify purposes.

After School Activity Clubs

Registration for these clubs will open online very shortly on the School website; we have three new clubs lined up for T1 as well as the return of some of the more popular ones. Activity Clubs will commence week beginning 10th September ie the first full week and run for 6 weeks. Registration should be online using the google form by **Monday 20th August** to enable us to process bookings and issue an invoice. Payment should be made by BACs and be referenced with your Invoice Number, once received.

Please note there will be no rollover into the next term. Parents must register each term on a first come first served basis, to give everyone an equal opportunity to take part when clubs are closed due to popularity. All clubs will finish at 4:15 pm and parents will not be able to pick up early unless there is an emergency.

Invoicing

Our new Finance Assistant, Miss. Betts will now be responsible for all payment systems and you can contact her between the hours of 10 - 2 pm Monday to Friday if you have a finance query. Invoices will be prepared prior to the start of each term and sent to parents for payment; online payments should be referenced with the Invoice number for identity. Accounts in arrears after two weeks will be issued with a reminder and those which remain outstanding after four weeks, will no longer be accepted in our Activity Clubs.

Collection

With effect from Term 1, collection from ASP for EYFS (Yr R - Chestnut and Juniper Classes) will be via the Nursery/Reception electronic gate and collection for Years 1 - 3 will be through the front Main Reception door. Miss Bill will be available at the front desk until 5pm and will collect children from ASP and escort them to the front door. After 5pm, parents should notify their arrival by pressing the doorbell to contact the ASP Supervisor.

If you have any questions about either Cherry Orchard's Breakfast or After School Provision, please feel free to contact me directly.

Your sincerely,

Mrs. S. Williams
Family Liaison Officer
Cherry Orchard Primary Academy

Miss N. Bill
Club Coordinator
Cherry Orchard Primary Academy