

Booking & Session Costs

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 ratios and resources, parents are required to register on line and pay before the end of the previous term.

**** EARLYBIRD SPECIAL OFFER ****

This term we are offering a 20% discount if all four 9 to 3 sessions are booked by Friday 04.05.18. The cost will be £80 for four days instead of £100. Normal rates will apply on all Breakfast and Teatime sessions and any single sessions/days.

Once registered, you will be required to pay for your sessions by cash/cheque to the office or by childcare vouchers/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 use the prefix 'HC' as a reference, followed by your child's surname i.e. HCBloggs. 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 session due to illness, please inform the Holiday Club staff as soon as possible on the number provided: 01322 242011 Ext 2 Nursery. There will be no refund in this instance, as activities/staffing have been finalised.

HOLIDAY CLUB TERM 5 WHITSUN MAY



At Cherry Orchard Primary Academy, we offer parents continuous provision via additional Holiday Club activities outside of term time. For Term 5 we will be offering a full week of different morning and afternoon activities throughout the week, as well as additional breakfast and teatime sessions, in line with the Nursery provision. This will run from Tuesday 29th May through to Friday 1st June inclusive. BANK HOLIDAY 28.05.18

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20% Discount if all four 9 to 3 sessions are booked by Friday 04.05.18

REGISTER ON LINE BEFORE 10.05.18 TO ENABLE US TO CONFIRM STAFFING



HOLIDAY CLUB

Our Term 5 Holiday Club will offer a week of activities over the 2018 Whitsun May Bank Holiday half-term from **Tuesday 29th May to Friday 1st June inclusive**. *There will be no session on Monday 28.05.18 as this is a National Bank Holiday.* Each day will be split into 4 sessions - in line with 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.

To register your child on line, use this link: [T5 Holiday Club Registration](#)

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 10th May**, 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 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, if they differ from your Registration form.

Supervision

Children will be supervised at all times, by Academy staff in the appropriate ratios.

Term 5 Proposed Activity Programme

Sessions supervised by Academy Staff	AM Session 9 - 12	PM Session 12 - 3	Coach/ Facilitators
Tuesday 29.01.18	Multi-Sports Fun Day Netball, Gym & Tennis	Popcorn making and movie afternoon	Harry: Progressive Sports Miss Bill
Wednesday 30.05.18	Guitar & Keyboard Taster *	Irish Dancing Demo & Workshop	Robert Sellery Jessica Fowler
Thursday 31.05.18	Slime Workshop (proceeds in aid of the Summer Fayre)	Multi-Sports Fun Day American Football Badminton & Handball	Harry (Progressive Sports) Members of the PTA
Friday 10.06.17	Outdoor Games Arts & Crafts	Hedgehog Bread	Miss Bill COPA Cook

Guitar & Keyboard Taster *

Parents are welcome to come along and speak to the Music Teacher, to arrange group or 1:1 guitar and keyboard lessons. Mr. Sellery will be available from 11:45 to speak to parents.

Clothing

Please ensure all children are appropriately dressed to take part in the sports or arts and crafts activities ie shorts/T shirt/tracksuits and indoor trainers or plimsolls (no studs). Each sessions will run for approximately 45 minutes, with comfort breaks in between. Hats should be worn and suncream applied prior to the sessions, if the weather is hot.

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**, as there are no school caterers on site but a healthy 'tuck shop' will be available where children will be able to purchase snacks and drinks at reasonable prices. Please indicate on the registration form if you do not wish your child to use this facility.

Breakfast & Tea

Cereal and toast will be provided for anyone taking up 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, cake and 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 Nursery.