

Clubs Co-ordinator

Miss Bill is our Clubs co-ordinator and will be responsible for the day to day management of all our clubs. Miss Bill can be contacted between 3:30pm and 5:00pm (*except on days when she steps in to run a Club*) on 01322 242011 or pop in and see her at the Office between these times. Alternatively you can contact her by emailing her on:

extendedschools@cherryorchardprimary.org.uk.

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. Cost for all Activity Clubs is £3 a session. On line Registration is open for a designated period each term, after which this will be closed to enable us to process bookings and arrange staffing. You will be notified by newsletter and on the school website once the club registration is live *and* of the closing date to take advantage of concessionary fees. Monies generated in fees go towards staffing, resources and enriching the curriculum. For this reason, once you have booked your child/rens place it will be non-refundable.

Please register online on the google form for next term, stating the days/clubs 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 online, 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 Clubs co-ordinator - Miss Bill - between 3:30 and 5:00pm on 01322 242011 to check for ad-hoc 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 our Extended School Services. If you are experiencing difficulty with payment please contact the Finance Department directly on finance@cherryorchardprimary.org.uk 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

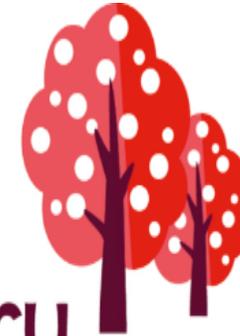
If your child is unable to attend a session due to illness, please inform the school office as soon as possible. However, there will be no refund for pre-booked sessions that are cancelled through illness or non attendance. Pre-booked sessions that are cancelled may be carried over to the next term in **exceptional circumstances** only at discretion.

Contact Information

Please make sure our Clubs Coordinator has your most recent contact details, if these differ or change from those submitted on the on line registration form.

Contact number after 5pm in the event of emergencies is 01322 242011 Ext. Nursery

EXTENDED SCHOOL PROVISION



Cherry
Orchard
Primary Academy

www.cherryorchardprimaryacademy.org.uk

At Cherry Orchard Primary Academy, we are proud to be able to offer working parents daily 'Wrap-around Childcare' through our Extended Schools Services. 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 provided at Cherry Orchard.

In addition we offer several different After School Activity Clubs each term, to give your child the opportunity to try different sporting, leisure and learning activities. On-line registration is required on a term by term basis.



BREAKFAST CLUB

Breakfast Club (BC) runs 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 in the Nursery is supervised by qualified EYFS Assistants under the direction of Miss Pilcher and in Years 1 – 4 by qualified teaching assistants by our BC Supervisors Mrs. Osborne and James Newton.

Dropping Off

All children attending Breakfast Club should be dropped off via the Nursery electronic gate and be signed in with Nursery staff. From here Year R (EYFS) children will join our Nursery provision whilst children attending Breakfast Club from years 1 to 4 will access the rear stairs and be greeted by one of the BC Team.

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 Nursery / school hall at 7:45am provided by our own on-site caterers Olive. 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 time of 8:00am to receive breakfast, as the hall needs to be set up for sensory circuits activities. See *Olives sample menu on our website*.

Five-a-day-Fitness

At 8:20 children in Years 1—4 will access the School's subscribed daily Fitness Routine which you can view on this link [//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. We understand 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—4 will join our main ASP managed by our ASP Staff - Miss Oyelaja and Mrs. Smith

After School Collection

EYFS children will be escorted from their classroom at 3:15pm to the Nursery Provision; older children will access the ASP from inside school and be met by one of the ASP Staff at the classroom and taken to the Breakfast/ASP Room upstairs. 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, cooking, 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, books and I-pads, 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 Nursery or School hall, provided by our on-site caterers Olives – see *sample menu on our website*. Again we 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. Activities and menus will be rotated for Breakfast Club/ASP, so children can sample and experience a variety of different things – especially if they only visit us on certain days of the week!

After School Activity Clubs

We also offer a range of after school activity clubs in addition to our BC and ASP provisions from 3:15 until 4:15 most evenings. These must be booked termly as activities change regularly according to staff availability. Activity clubs are very popular and should be booked on line in advance of each term to avoid disappointment at a cost of £3 per club. Full details of which clubs are running will be notified on the school website, newsletter and notification of live registration. We would respectfully ask parents to discuss choices with their children to ensure it really is something they are interested in learning or participating in.

Picking up

Children must be picked up by an appropriate adult to ensure safe collection of all children. Collection for EYFS children (from ASP only) will be via the electronic Nursery gate whilst collection for Years 1 - 4 for all clubs 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 the Main Reception; your child will then be brought to the door by ASP Staff. Adults collecting any child/children from clubs must sign their child out and write down the time of departure.

Late Collection

Please notify us by phone if you are unable to pick your child up on time. We do appreciate there will be occasional unavoidable emergencies; however should this begin to happen more frequently, you will be charged a late fee. Late pick up after 6pm will be charged at £5 for the first 10 minutes then £5 for every 5 minutes after that. Children not picked up on time after Activity Clubs will be taken to ASP and charged accordingly.

Security

For reasons of security and safeguarding, 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.