

Clubs Management: Mrs. Williams is responsible for the day to day management of all our clubs and can be contacted during the school day by email on

extendedschools@cherryorchardprimary.org.uk.

Please bear with us and we will endeavour to get back to you as quickly as possible.

Costs: The cost of Breakfast club is **£4.00** per session and After School Club is **£9** per session. The cost for all Activity Clubs is £3 a session.

Registration: Registration must be made termly via Google Form and will open in the second week of every term. Please register online on the google form for the 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 or childcare vouchers online, quoting the reference number on the Invoice. There will be no ad-hoc sessions booked mid term for continuity with staffing, invoicing and catering.

Open / Closing Dates: You will be notified by newsletter and on the school website once the club registration is live and of the closing date. 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. Links will then close on the penultimate week of each term to allow us to process bookings and invoicing and address any queries.

Late Payment: Extended Schools' provision should be paid for in advance. If your account is still in arrears after two weeks, you will be sent a reminder statement. You will not be able to book club places for the next term if your account is outstanding, so it is important that your invoice is settled by return. If you are experiencing difficulty with payment please contact the Finance Department directly on finance@cherryorchardprimary.org.uk to discuss and arrange a payment plan.

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 / Cancellations / Changes to your booking: If your child is unable to attend a session due to illness, please inform the school office as soon as possible. There will be no refund for sessions that are cancelled through illness or non attendance, so please make sure that you require the sessions you book.

Whilst Extended Schools will always endeavour to accommodate amendments to bookings and address queries in the last week of term, no changes can be made once invoicing has been finalised. No amendments will be made after the start of the new term as catering, staffing and resources have been arranged.

Contact Information: Please contact extendedschools@cherryorchardprimary.org.uk by email if you have a query with your booking.

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 dismissed 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 (Nursery Manager) and in Years 1 – 4 by our qualified teaching assistants Mrs. Moss, Mr. Outram, Mrs. Sachdev and Miss Willard.

Dropping Off: Children attending Breakfast Club in years 1-5 should be dropped off in the school hall, via the main school gate and those in EYFS via the Nursery electronic gate and be signed in with supervising staff.

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, outside of this time cereals will be available. See *Olive's sample menu on our website*.

Five-a-day-Fitness: At 8:20 children in Years 1-5 will access the School's subscribed daily Fitness Routine which you can view on this link [/5-a-day.tv/](https://5-a-day.tv/) or take part in some keep fit activities with Mr. Barnard.

"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

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 years 1—5 in the main school hall and be supervised by the Nursery Staff, whilst Years 1—5 will be under the supervision of Mrs Smith and Miss Twohig.

Access to ASP: Children from Nursery to Year 1 will be escorted or collected from their classrooms to the school hall; older children will access the ASP from inside school and be met by one of the ASP Staff at the school hall. 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 suitable working areas 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.

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Tea: Children will be served a light tea between 4:30pm and 5pm in the School hall, provided by our on-site caterers Olives – see *sample menu on our website*. During the warmer months, a picnic tea will take place outside. 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 ASP, so children can sample and experience a variety of different things – especially if they only visit us on certain days of the week!

Pick up: Children must be picked up by an appropriate adult to ensure safe collection of all children. Collection from ASP will be via the main school Reception and Parents will need to ring the doorbell outside the Main Office; your child will then be brought to the door by ASP Staff. Adults collecting any child/children from ASP must sign their child out and write down the time of departure.

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.

Pick Up: Collection for all Activity Clubs will be via the side gate adjacent to the main school gate, and Club Leaders will escort children down to the gate and dismiss to a known parent only.

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 from 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, We will not allow any child to depart from ASP, unless we have a form of identification and a security password which has been agreed with a member of staff and the designated parent.