

REGISTRATION

Registration should be made termly on a Google Booking Form, which will open in the second full week of every term. Please register 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 to ensure continuity with staffing, invoicing and catering and to allow us to manage the next term's bookings.

CONFIRMATION

Although you will receive receipt of your online registration, confirmation of your session or activity will be on receipt of your invoice, which will be issued by the Finance Department in the penultimate week of each term.

OPENING / CLOSING DATES

You will be notified by newsletter and on the school website once each club registration is live and of the closing date, when links will close on the penultimate week of each term to allow us to process bookings, invoice and address any queries. 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.

CHILD ILLNESS / CANCELLATIONS /CHANGES TO BOOKINGS

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.

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 who will be happy to discuss arrangements for a payment plan. Please check your spam/junk mail regularly.

SCHOOL CLOSURE

If, for any reason, there is a school closure, you will be notified in advance and the option to book that session will not be available. We will also endeavour to contact you as soon as possible if provision or clubs are cancelled due to circumstances beyond our control, but please also refer to the school website and local radio stations for information.

AMENDMENTS TO BOOKINGS

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 DETAILS

Please contact extendedschools@cherryorchardprimary.org.uk by email if you have a query with your booking. Mrs. Williams manages the general day to day running of Extended Schools, but please allow time for emails to be answered or contact the office if urgent.

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 Key Stage 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 for EYFS/KS1 is supervised Miss Pilcher (Nursery Manager) and Mrs. Dhott and KS2 is delivered in the school hall for Years 3 – 6 by our qualified teaching assistants Mrs. Moss and Mrs. Sachdev.

Dropping Off: Children attending Breakfast Club in years 3—6 (KS2) should be dropped off in the school hall, via the main school gate and those in EYFS/KS1 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 8:15am to receive breakfast, outside of this time cereals will be available. [See Olives sample menu on our website.](#)

Five-a-day-Fitness: At 8:30 children in Years 3—6 will access the School's subscribed daily Fitness Routine which you can view on this link [/5-a-day.tv](#) / or take part in some keep fit activities with staff.

"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 two week activity programme is designed to meet this requirement. Our aim is to provide the atmosphere of 'playing at someone else's house - but with lots of friends'. EYFS/KS1 will be supervised by the Nursery Staff and Mrs. Smith, whilst Years 3—6 will be under the supervision of Miss Micic, Miss Twohig and Mrs. Anastasia.

Access to ASP: Children from Reception and Year 1 will be escorted or collected from their classrooms to Nursery; older children will access the ASP from inside school and be met by one of the ASP Staff under the outdoor canopy. KS2 Registration will take place in our new outdoor Rotunda building and all children will be offered a healthy fruit snack and 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. [EYFS/KS1](#) and [KS2 activities](#) rotate 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.

Tea: KS2 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.](#) EYFS/KS1 will eat earlier at 4:15 pm. During the warmer months, a picnic tea may 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 KS2 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. EYFS/KS1 collection will be via the Nursery side gate—please press the buzzer to request entry. Any unfamiliar adult collecting may be asked to provide a password.

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 every evening. 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 costing £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 the club is really 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 collection 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 Activity Clubs or ASP with an unknown adult, unless we have a form of identification and a security password which has been agreed with a member of staff and the designated parent.

CLUB COSTS

The cost of Breakfast club is **£4.00** per session to include Breakfast and After School Provision Club is currently **£9** per session to include tea. The cost for all Activity Clubs is £3 a session. From September 2021 there will be a slight increase in these costings to reflect consumables, staffing and resources. Payment should be made in advance of each term and no provision can be booked for the next term if there is an outstanding balance on the account. No refund can be given in the event of cancellation or non attendance.