



## Contacting Staff at Acorns

In case of an emergency or to inform a member of staff that someone different will be collecting your child, you can contact a member of the team on the main school office number: **01225 703394**.

Please do not leave an answerphone message after 3.30pm as this will not be checked after this time.



## Cancellations and Sickness

Sessions must be cancelled online or by telephoning the school office at least 24 hours in advance.

Any cancellations after this point cannot be refunded.



*For further information please contact  
Mrs Leanne Richards*

*Tel: 01225 703394*

*Email: [office@forestsandridge.wilts.sch.uk](mailto:office@forestsandridge.wilts.sch.uk)*

Forest & Sandridge CE Primary School

Cranesbill Road, Melksham

Wiltshire

SN12 7GN

Principle: Mr Scott James

Assistant Principle: Mr James Mead

Assistant Principle: Mrs Helen Chappell



# Acorns

*Breakfast & After  
School clubs*



## A Guide for Parents

Offering a safe, caring and friendly environment for children before and after school hours.

Run by our school staff, making use of our extensive school facilities.



## Breakfast Club



Times: 7.45am—8.35am (£3.50 per session)

Includes breakfast of cereal, fruit and yogurts, various activities indoors and out and time to calm and prepare ready for school.

Children will need to be at school by 8.00am if they would like to have breakfast.

## After School Club

Times: 4.30pm finish (£5.00 per session)

*No snack (bring your own healthy snack and a drink if you would like)*

5.30pm finish (£8.00 per session)

Sporting activities, crafts, quiet activities, films, Wii, homework, & please provide a healthy snack if your child would like to have one.



## How to Book

Bookings and payment for Acorns is managed through the Parent Pay system. Please visit:

[www.parentpay.com](http://www.parentpay.com)

- Please book all sessions where possible via Parentpay. Sessions are bookable up to the day before and need to be paid for in advance.
- Children do not have to attend every day, we can offer sessions on a more flexible basis.
- Lists are printed daily and given to the Acorns staff who then take a register to account for all children that should be attending.



## Failure to Collect Procedure

If your child is booked into Acorns until 4.30pm, it is expected that you will collect them at this time. If you are 5 minutes late or more you will be invoiced for the remainder of the session.

If your child is booked into Acorns until 5.30pm and you are more than 5 minutes late you will be charged for an hour's childcare cost of £5.00 plus an additional £5.00 per every 15 minutes thereafter. This is to cover the cost of the staff who are required to stay at work late to look after your child in these cases.

Please note, **these fees will still apply even if you let us know you are running late.**

