



Contacting Staff at Acorns

In case of an emergency or if **someone different will be collecting your child**, please contact a member of the Acorns team by calling the main school office on **01225 703394** and selecting **option 3** during Acorns hours.

Please do not leave a voicemail after 3:30pm, as messages will not be checked beyond this time.

For both drop-off and collection, please use the **radio in the main reception area** to notify staff that you have arrived.

If you have any queries or need to get in touch outside of these times, please email us at acorns@forestsandridge.wilts.sch.uk.



Cancellations and Sickness

If you are aware your child is unable to attend a session they are booked into (e.g. due to illness), please cancel the session **at least 24 hours in advance where possible**. Cancellations made with less than 24 hours' notice will still be charged.



*For further information please contact
The School Office*

Tel: 01225 703394

Email:

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

Forest & Sandridge CE Primary
School

Cranesbill Road, Melksham

Wiltshire

SN12 7GN



Acorns

*Breakfast & After
School clubs*



A Guide for Parents

"Acorns provides a safe, nurturing, and welcoming environment for children before and after school, run by our dedicated school staff and making full use of the school's excellent 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 8.15am if they would like to have breakfast.

After School Club

Times: 4.30pm finish (£5.00 per session)
Biscuits, fruit and a drink provided

5.30pm finish (£8.00 per session) a light meal provided.

Our club is run by a dedicated team of three experienced staff members who plan a variety of engaging **weekly activities**, including arts and crafts, outdoor play, games, and quiet time to relax or complete homework.



How to Book

From September 2025, all Acorns session bookings (both breakfast and after-school club) will need to be made via www.parentpay.com

If you are entitled to use **childcare vouchers**, please do **not** book through ParentPay. Instead, email your booking request to acorns@forestsandridge.wilts.sch.uk and the school office will process the booking for you.

Please note:

Bookings can only be made through **ParentPay** or by emailing the **Acorns email address above**. We are unable to accept bookings through the school reception window or via any other email addresses.

- 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 until 4:30pm, they must be collected promptly at 4:30pm. If you arrive 5 minutes late you will be charged £5.00.

If your child is booked until 5:30pm, and you are more than 5 minutes late, you will be charged £5.00 for the first additional 15 minutes and a further £5.00 for every 15-minute period thereafter.

Please note that these late fees **will apply even if you contact us to inform us you are running late.**

