



NURSERY • PRIMARY

**ABOYNE LODGE**

CREATIVE • CURIOUS • CARING

### Orchards Breakfast and After School Club

Orchards provides wrap around care for children in Reception through to Year 6 at Aboyne Lodge.

Activities	
<p>Breakfast 7:45am to 8:45am</p>	<p>After School 3:10pm to 5pm &amp; 6pm Monday to Thursday 3:10pm to 5pm Fridays</p>
<p>Menu</p> <ul style="list-style-type: none"><li>• choice of cereals,</li><li>• toast or bagel with choice of jam, honey or marmite</li><li>• fresh and dried fruits,</li><li>• fruit juices and milk.</li></ul> <p>Breakfast is served until 8:15am</p>	<p>Menu</p> <ul style="list-style-type: none"><li>• a sandwich of wholemeal bread, pitta, bagels or wraps with a choice of fillings- ham, cheese, chicken, houmous.</li><li>• Vegetable crudités - Carrots, cucumbers, tomatoes</li><li>• Fruit juice and water available throughout the session</li><li>• Fresh seasonal fruit</li><li>• Choice of small yoghurt, cake or biscuit.</li></ul>
<p>Please inform the Orchard staff of any allergies your child has. We operate a Nut Free Zone.</p>	
<p>Children have free choice of any of the available activities. All activities are supervised and include:</p> <ul style="list-style-type: none"><li>• A range of adult-led activities.</li><li>• Indoor and outdoor games, weather permitting.</li></ul>	



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- Drawing and reading.
- Puzzles and board games.
- Construction toys.

## **Booking**

Bookings are made via the School Gateway where you will be able to book and pay in advance. Our aim is to ensure that there are enough spaces to meet demand. If sessions are full, or if you are unable to book onto a session, please contact Sharon Jackson, for help you with your booking, using the Orchards email address [orchards@aboyne.herts.sch.uk](mailto:orchards@aboyne.herts.sch.uk)

## **Session times**

Breakfast club is open from 7:45am. Staff will walk your child to their class at 8:45am.

After School club is from 3:10pm and has two session options: 5pm or 6pm. Orchards finishes at 5pm on Fridays.

## **Costs**

Breakfast club £7 per session

After School club £13 per session up to 5pm; £17 per session up to 6pm

## **Additional/ Ad-Hoc Bookings**

If you require any additional or ad-hoc sessions, you can check availability and book online up to midday the day before. All bookings should be made at least 24 hours prior to attendance.

## **School Gateway**

If you are not already registered with School Gateway, please go to <https://login.schoolgateway.com/0/auth/register> ; you must enter the email address and mobile number as entered on your Admission form and press the 'Send PIN' button.



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You will then be sent a new PIN number by text. Or, download the School Gateway app from the app store or google play.

Payment will be required at time of booking. If you wish to pay using childcare vouchers, please contact Orchards prior to booking to have these credited to your account.

Orchards does have a waiting list. Please email [orchards@aboyne.herts.sch.uk](mailto:orchards@aboyne.herts.sch.uk) to register your interest, stating which days and sessions you require. If registering for a child due to start Reception in September please also state this.

### **Attendance**

Please ensure that your child arrives at Breakfast Club by 8.15am if they require food.

If for any reason your child is not going to attend a session, please email [orchards@aboyne.herts.sch.uk](mailto:orchards@aboyne.herts.sch.uk) or contact the school office on 01727 849700

### **Pick-up and Late Collection**

If you are delayed or need to contact Orchards, during the club sessions the phone number is 07340570887

Late collections, outside of the session booked, will be subject to a charge of £10.00 per child. Late collections after 6.15pm will incur an additional charge of £15.00 per child. The late fee will be added to your School Gateway account. Frequent late collections will result in the place being withdrawn.

If a child has not been collected by an authorised adult, and a parent or carer has made no contact with the school within forty-five minutes of the normal collection time, as part of our normal child protection procedures, we will inform the police and make a safeguarding referral to Children's Services.

Orchards After School Club does not operate on the last day of a term. (This does not apply to Half-Term breaks).



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## Payment

Payment is required upon booking unless you are paying by childcare vouchers. If you are paying by childcare vouchers, please contact Sharon Jackson using the Orchards email address, prior to booking, stating the name of your childcare voucher provider and the amount to credit to your child's account. Once your account has been credited, you will be able to book the sessions you require.

## Cancellations / Refunds

If you need to cancel a session, please contact Sharon Jackson. We are unable to give credit for sessions cancelled with less than 72 hour's notice. We work on a ratio of 1 adult per 8 children and need sufficient time to ensure that we have adequate numbers of staff in place.

No refunds will be given in the event of an emergency school closure such as a snow day or if your child is absent due to illness.

## Parent information

Parents will inform Orchards staff if their child is attending another afterschool club before attending Orchards.

Parents will inform Orchards staff if there are any variations to normal collection arrangements.

The school will use the current contact and medical information held on the school pupil database in the event of any emergency.

The school should be notified immediately if the person collecting a child may be late or if the child will be collected by a different adult.

## Contact

Sharon Jackson, Senior Manager, email [orchards@aboyne.herts.sch.uk](mailto:orchards@aboyne.herts.sch.uk)



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Orchard mobile **07340 570887** operational hours only 7:45am – 8:45am, 3pm - 6pm  
School office 01727 849700 or [admin@aboyne.herts.sch.uk](mailto:admin@aboyne.herts.sch.uk)



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