# Grateley Primary School

**Grateley, Andover, Hampshire, SP11 8JS Telephone 01264 889240**

**email: adminoffice@grateley.hants.sch.uk**

**Website: www.grateley.hants.sch.uk**

**Headteacher: Mrs G Hill**

**Business Manager: Mrs S Kitching**


***A school where everyone becomes a lifelong learner and realises their potential.***

## Chestnut and Conker Club Terms and Conditions

### Club Administration communication

To discuss your options and requirements for Chestnut or Conker Club, please contact the school office during the hours of 08.30am – 3.45pm Monday to Friday during term time, on 01264 889240 or email to adminoffice@grateley.hants.sch.uk

### Club information

Chestnut and Conker Club operates from the school hall.

- Chestnut Club- 7:30am until the start of school
- Conker Club – 3:30pm to 6:00pm

The clubs will only operate during term time and will not operate on Inset Days, or any other days that school is closed to pupils. Children will be taken to Conker Club at the end of the school day.

Parents and Carers must inform the school office of any changes in contact and collection details.

### Club offer

Chestnut Club- your child will be offered a breakfast consisting of toast with a variety of spreads or a variety of cereals, along with a drink. Breakfast is served until 8:15am.

Conker Club – your child will be offered a light snack consisting of a wrap, fruit/dried fruit or similar items along with squash/water.

**Costs**

| Club Charges – November 2026 | Chestnut and Conker Club |
|---|---|
| **Family Club Registration Fee** (one off fee for registration to the club for one or multiple children within family) | £5.00 |
| **Cost Per Child Per Day** (Standard Cost) | £7.50 Chestnut Club<br>£15.00 (full session for Conker Club)<br>3.30- 6.00pm |
| **Cost Per Child Per Day** (Standard Cost) | £7.50 (half session)<br>3.30- 4.45pm |
| **Late Fee – Charged Every 10 Minutes:**<br>**Conker Club** Charged for every £10 minutes late:<br>£10 - up to 10 minutes<br>£20 - 11 minutes up to 20 minutes<br>£30 - 21 minutes up to 30 minutes etc…) | £10.00 |

**Booking, registration and waiting lists**

If you would like to discuss your requirements please contact the school office during the times stated above or send an email to adminoffice@grateley.hants.sch.uk

Your child will only be able to attend either club if you have received confirmation from the school that a space is available for them and you have completed and returned the Chestnut and Conker Club Registration Form.

**Once your child has been registered, you must pre-pay and pre-book sessions using Scopay.** There will be some ad hoc spaces if you require to book on / during the day.

**Payment**

You are required to pay a one-off Registration Fee per family (£5 Family Club Registration Fee). Payment can be made online via Scopay or via cheque or cash in the school office.

If you use Childcare Vouchers to pay for Chestnut or Conker Club Sessions, you must still pre-book sessions in advance using Scopay. Outstanding amounts of more than one month will result in immediate suspension of attendance at the club. **You must inform the school of your unique childcare reference number for your chosen childcare voucher provider by emailing the details to** adminoffice@grateley.hants.sch.uk or completing the relevant section on the registration form.

**Drop off/Collection**

Chestnut Club- Please bring your child to the school office in the morning and press the Ring doorbell (located by the hatch). A member of staff will then come and collect your child.

Collection from Conker Club is located in the following place:

- The front office (please press the Ring doorbell located by the hatch)

**Refunds will not be made for non-attendance at the club due to child illness, appointments or refusal to attend.**

**Behaviour**

We expect all pupils in school or attending the Club to follow the Grateley School Rules.

These rules are:

1. Be ready
2. Be safe
3. Be respectful

It is important that children adhere to these rules to keep our school community safe and welcoming for others. Children will be supported to make positive choices as per the school's existing Positive Behaviour Approach (See Positive Behaviour Approach Policy).

Where children have been unsuccessful in following the school rules, staff will support pupils by providing them reminders and reflection time (See Positive Behaviour Approach Policy). However, if children exhibit behaviour that would typically receive 'Further Action' as it puts the safety of pupils and staff at risk, then the following procedures will take place:

1. On the first instance, the parents will be informed verbally at collection time
2. If behaviour continues, parents will be informed via a written letter discussing the child's behaviour and the possibility of withdrawal from the Conker Club Provision.
3. Written confirmation will be sent, withdrawing your child from the provision.

**Additional provision**

Our wraparound provision is open to all pupils who attend Grateley Primary School. Staff who work within the club are trained to support children of all ages, abilities and needs. Many of our pupils who have Special Education Needs (SEND) access a bespoke and specialised curriculum during their school day to meet their needs. Unfortunately, we will not be able to offer a specialised or highly adapted curriculum in our wraparound provision, however we are confident that the inclusive nature of the activities planned will be accessible by all our pupils. Pupils who are in receipt of an EHCP funding or 1:1 support will not be eligible to transfer this support to the Chestnut Club or Conker Club as it does not form as part of the school day.

**Activities**

Children will take part in a variety of activities during their time at Chestnut and Conker Club. Please speak to the school office or Club Leaders for more information.

Routine of each session for Conker Club:

| Timings | Session | Where? |
|---|---|---|
| 3.30- 4.00pm | Story time and snack | Hall |
| 4.00pm- 5.00pm (2 x sessions of 30 minutes) | Activity 1<br>Activity 2 | Hall<br>Playground |
| 5.00pm- 5.30pm | Choice activities<br>Homework session (Reading and Spellings) | Hall |
| 5.30pm- 6.00pm | Tidy up<br>Story time | Hall |