

Cheam Common Junior Extended Schools

Useful Information

Welcome to Extended Schools, we are looking forward to the start of term.

- Breakfast club start time is from 7.30am we are unable to accept your child into the club before this time
- Children must be collected from after school club by 6pm there is a late collection fee if your child is collected after this time
- Drop off and collection point is the smallest gate nearest to the staff car park. Press the buzzer on the keypad and we will let you in (Please follow social distancing procedures if other parents are in front of you waiting to collect or are coming out of the gate) Turn right and we are based in the hall. (Please wait outside the hall door, again following social distancing where possible). We will bring your child/children out to you.
- As soon as your child arrives in the club, before and after eating they will wash their hands
- If you have children in both junior and infants wraparound care and would like to collect from the one club please notify us. The swap over will be at 5.30pm. If you arrive before 5.30 you will need to collect your children separately. If you require this service please inform us beforehand and make it clear which school you will collect from
- If anyone different is collecting your child on a certain day, please ensure we are contacted on 07471577921 or the main school number 0208 3371844 (Option 3 - Extended Services) Alternatively, let the office know before the end of the school day.
- Due to the current Covid situation only one parent will be allowed on site to collect your child. Please leave the school grounds as soon as your child has been collected.
- Please do not send your child to Extended Services with toys or Pokemon cards. We have plenty of activities to keep the children entertained.
- Medication - please ensure we have epi pens, asthmas pumps, med boxes etc at Extended Services if your child needs medication. Please ask a staff member for our admin of medicine form for you to complete for our records.
- Please ensure you inform us of any changes to your registration form, for example contact details, change in your child's medical or dietary requirements etc
- Please inform us if your child will not be attending on any given day, or are being collected straight from a sports club and not returning to us afterwards
- We provide snacks at 4.30pm which is a small snack of sandwiches/pasta and fruit/veg, and juice to keep them going. The children will still require dinner when they get home. Children attending who are also going to a school club at 4.30pm we will provide them an early snack at 4.10pm.
- Mobile phones need to be kept in your child's bag or handed into a staff member.
- Please remember we must have 4 weeks notice in writing if you wish to alter any sessions
- Payments can be made via Arbor - details to follow or by childcare vouchers directly to our school bank account. Please remember to keep your accounts upto date
- Any payment enquiries should be sent via our email ccjextendedservices@leoacademytrust.co.uk
- Booking Forms for Holiday Club are available on request and also emailed to regular bookers, usually about 1 week after the previous Holiday Club has finished. (We book each Holiday Club, 1 Holiday at a time)

Please do not hesitate to contact us if you have any questions cciextendedservices@leoacademytrust.co.uk

Extended Services Team

07471577921/0208 3371844 (Option 3 Extended Services)