



Cherry Orchard Primary School
Timberdine Close
Worcester
WR5 2DD
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www.cherryorchard-pri.worcs.sch.uk



Headteacher
Mrs K Banford BA(Ed)Hons, NPQEL

The Hub - Terms and Conditions

Admissions

- All children attending Cherry Orchard Primary School (COPS) can attend The Hub, subject to the provision being able to meet the reasonable needs of the child.
- In order for your child to attend The Hub you must make a booking via your ParentPay account. Payment is required in advance to secure the place. Bookings will close at 9am on the day of the session but early booking is recommended.
- We reserve the right to limit availability if staffing ratios cannot be adhered to.

Administration

- The data provided by parents and carers on our school data catchment form will be used at The Hub. This includes contact details, dietary requirements, and medical needs records. **It is the responsibility of parents and carers to ensure that this is kept up to date.** Please contact the school office if you need to update your child's medical or allergy records.
- Children should be dropped off and collected from The Hub using the gate by The Studio. Parents and carers may use the main COPS car park until 8.30am and then again from 3.45pm-6.00pm.
- COPS policies will be applied consistently throughout the school, including The Hub. Details of all policies can be found on the school website.

Payment

- Payment is to be made through ParentPay at the time of booking. If any outstanding fees occur, you will be prevented from signing up to additional sessions until your account has been settled.
- Refunds will not usually be given in the event of non-attendance.
- On the event of late collection for the early session at 4.30pm, you will be charged for the 6pm session. We reserve the right to apply a £10 charge for late collection after 6pm.

Absence

- If you have booked yourself on ParentPay, you have up to 2 days before the session to cancel/change the session. If your child is absent during the school day due to sickness only, we will cancel that session and credit the value to your ParentPay account for use on a future session.

Contact

- Between 8.30am and 4.00pm parents and carers can make enquiries relating to The Hub, or leave messages for staff working at The Hub, at the school office. Alternatively, please email hubmanager@riverscofe.co.uk or messages can be left on the Hub mobile (07783030440).
- If your child is absent from school this should be reported to the school office before 9am.