

# Cherry Orchard Primary School and Little Cherries Pre-School

An extraordinary education for every pupil



## School Handbook 2025 – 2026

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# INTRODUCTION

**“The future of our world starts in our classrooms, with us...”**

## Our STARS Values



**Sharing**



**Trust**



**Achievement**



**Respect**



**Safety**

Welcome to Cherry Orchard Primary School. Our school and Trust values are: Sharing, Trust, Achievement, Respect, Safety and, in our school, we actively promote these values in everything we do. We hope the information here is both useful and interesting and that it gives you an insight into what a happy and vibrant place Cherry Orchard Primary school is.

Cherry Orchard is part of the Rivers Academy Trust. Our academy is a thriving trust of schools based primary in Worcestershire and the West Midlands. Our family of schools are bound together by a commitment to providing all of our pupils with the very best education and life experiences we can collectively provide. You can find out more about the Rivers C of E Academy via [www.riverscofe.co.uk](http://www.riverscofe.co.uk)

Our prospectus is designed to provide you with the information that you need in order to 'get to know' the school, as well as outlining our achievements, routines and the important facts that help you gain a picture of what to expect from us. We hope that by doing this, we will be able to communicate what it is that we feel makes our school special.

I hope that you find the prospectus informative. If it leaves questions unanswered, then do please contact us to discuss the issues of importance to you. Contact details are on the back page of the prospectus. We look forward to meeting you at future school events and over the duration of your child's education at Cherry Orchard Primary School and Little Cherries Pre-School.

Come and see us in action!

Karen Banford  
**Executive Head Teacher**

Caroline Jeynes  
**Head of School**



# THE HOME-SCHOOL PARTNERSHIP

The Cherry Orchard Primary School team extend a warm welcome to you and your child and we are confident that you will have a happy and enjoyable time with us. It is a major aim of the school that relationships at all levels work well and we work to ensure that the school has a 'family feel' about it. All staff work hard to ensure that pupils are fulfilled and happy in their school environment, secure within the classroom and aware of the extent to which they may seek assistance, comfort and advice from the teaching and support staff.

We aim to help children to develop their talents; make the best progress possible in a wide range of curriculum areas; help them to think creatively and to clearly communicate their thoughts in their speech and writing. To achieve this, we ask parents to support us by encouraging their children to make a firm commitment to their learning in school. Progress will come with effort and it is central to our approach that all children are expected to do their best in all their undertakings.

From their earliest days in Pre-School or Reception, children will learn to show kindness, understanding and concern for others. Through this approach, we will create a happy, ordered community in school, where each member plays their part in enjoying hard work and success. Our school has a strong and committed ethos to learning outside the classroom, which includes regular sessions in Forest School and outdoor learning, in every class from Pre-School up to Year 6.

This is the start of the partnership between us. We are always, at most, only a phone call away. If you have any concerns, please contact us on 01905 352787. We will respond as quickly as we can. The phones are staffed between 8am and 4pm and an answer phone will be on for messages outside these times. Should you wish to see a member of staff, appointments can easily be made at a mutually convenient time.



# LOCATION

Cherry Orchard is a large, three-form entry primary school and pre-school on the south side of Worcester City, some three miles from Junction 7 of the M5.

The original Cherry Orchard was opened on a different site, in 1883. The present school, on the Timberdine Close site, was opened in 1976. Over the years, various extensions have been added and the school is bright and spacious. Our facilities include our own school kitchen enabling us to cook hot meals on site for our children. We have a large school hall and a dance/drama studio. We have our own library which all children are timetabled to use regularly and which opens periodically to pupils and parents after school.

There are extensive playing fields, including a forest school area, a pond and environmental area, outdoor covered areas, and the site has a pleasant open aspect. Our forest school area, within the grounds, provides children with plenty of opportunities for outdoor education.



## LITTLE CHERRIES PRE-SCHOOL

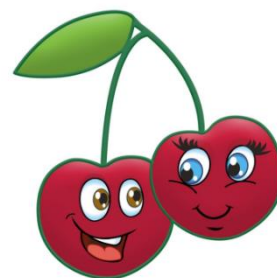


Additionally, we offer pre-school provision in Little Cherries. Children can join Little Cherries in the term that they turn 3 years old. Little Cherries is part of our school, ensuring children have the best pre-school experiences and can enter Reception with confidence and independence. Our pre-school and Reception classrooms have access to well-equipped outdoor learning environments.

We accept the following Early Years funding:

- 🍒 15 hours entitlement for eligible working parents of 2-year-old children (due to be extended to 30 hours from 1 September 2025)
- 🍒 15 hours entitlement for families of 2-year-olds receiving additional support (formerly known as the 2-year-old disadvantaged entitlement)
- 🍒 Universal 15 hours entitlement for all 3 and 4-year-olds (from the term after their 3<sup>rd</sup> birthday)
- 🍒 Additional 15 hours entitlement for working parents of 3 and 4-year-olds

Further information can be found on our school website:  
[Cherry Orchard Primary School - Little Cherries Pre-School](#)



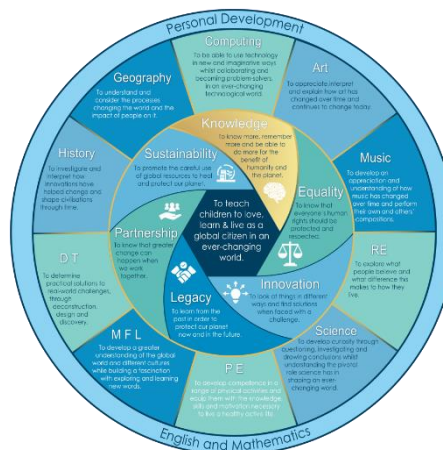
# OUR CURRICULUM

As part of the Rivers family, our vision is to empower children to be life-long learners through an **extraordinary education**, enabling them to flourish and be **extraordinary people**, sparking aspiration for their **extraordinary futures** in an ever-changing world.

At Cherry Orchard Primary School, our children will journey through school as kind, curious citizens with a passion for learning, and their self-belief and well-being nurtured. Every child will have the chance to shine and will leave us prepared for a future of possibilities.

Our school curriculum is underpinned by **UN sustainable goals**. Our provision is carefully sequenced and knowledge-rich in order to provide excellent outcomes for all. We are fortunate to be situated in the heart of Worcester and take every opportunity to utilize the rich heritage of our local area, making real and relevant links between learning and the real world.

It is our aim that the curriculum should be appropriate to the age, ability and aptitude of each pupil and that all children should be afforded equal educational opportunities irrespective of gender, ethnic origin or special circumstances. We teach French as a modern foreign language.



## Resources to support the curriculum

We have high-speed broadband making it possible for whole classes to work online, accessing the extensive range of resources available on the school system. Each classroom is fitted with an interactive whiteboard, sound system, internet links and has access to equipment including programmable toys. All pupils from Y1 – Y6 are allocated a 1:1 device (currently an iPad) to support their learning, with pupils in Year 3 and above being able to take this home to support homeworking.

The iPads will allow **every** child access their learning, fostering independence and personalising learning.



## The Arts

At Cherry Orchard, we use the Arts to promote learning and to widen opportunities for children. All children have the opportunity to learn to play an instrument (currently brass) during their Year 3 music lessons. Our individual music tuition programme, from Year 3 onwards is very popular. At the end of Year 2 you will



receive communication with the instrument options available and details how to sign up for music tuition. Children practice in groups and form ensembles for concerts at intervals throughout the year.

We have a thriving Orchestra and large after-school brass band that performs regularly at venues across the city.

Singing is celebrated across the school. As well as being part of our music lessons, we have a choir club and singing assemblies.

### Learning Outside the Classroom

Our School has a strong and committed ethos to 'Learning Outside the Classroom'. Outdoor experiences are planned into our timetables across the school. We aim to link outdoor learning with our curriculum subjects, making them 'real and relevant', as well as being a great stimulus and 'hook' for our next steps. We aim to give children new learning experiences, whether this is cooking on the fire pit, whittling willow branches, growing vegetables or building a shelter to sit under in the woodland.

We often try to link our learning to cross-curricular days, such as our MAT-wide Science days. We also use the outdoor covered areas to develop performance skills to an audience of our peers and parents.



We firmly believe that if children are given the time and space to explore their natural surroundings, they will feel more connected to nature and, in turn, understand their responsibility to care for it and sustain it.

## EXTRA-CURRICULAR ACTIVITIES

Our extra-curricular activities (held during the lunch break or after school) include board games club, football, netball, athletics, KWIK-cricket, tag rugby, gymnastics, choir, ukulele, gardening, coding, LEGO and construction, Forest School, sign language and art clubs. From time to time, we also use outside coaches for activities such as basketball, athletics, golf or rugby. In association with the local cluster of schools, we also run a range of sporting competitions and joint arts events throughout the school year.

We also give children in Year 4 and 5 the opportunity to participate in the WCC Bikeability course. This course is designed to give children a better understanding of how to stay safe when riding their bicycles.



## School Library

We have a purpose-built library which houses a total of over 5000 books. We have been able to furnish the building to a high standard via support from COSA PTA. We use the Junior Librarian software to ensure children have a real experience of how a library works. We give all classes specific times to use the library during the week and encourage parents and carers to visit the library with their children when it is open.



## TRIPS, VISITS AND THEME DAYS

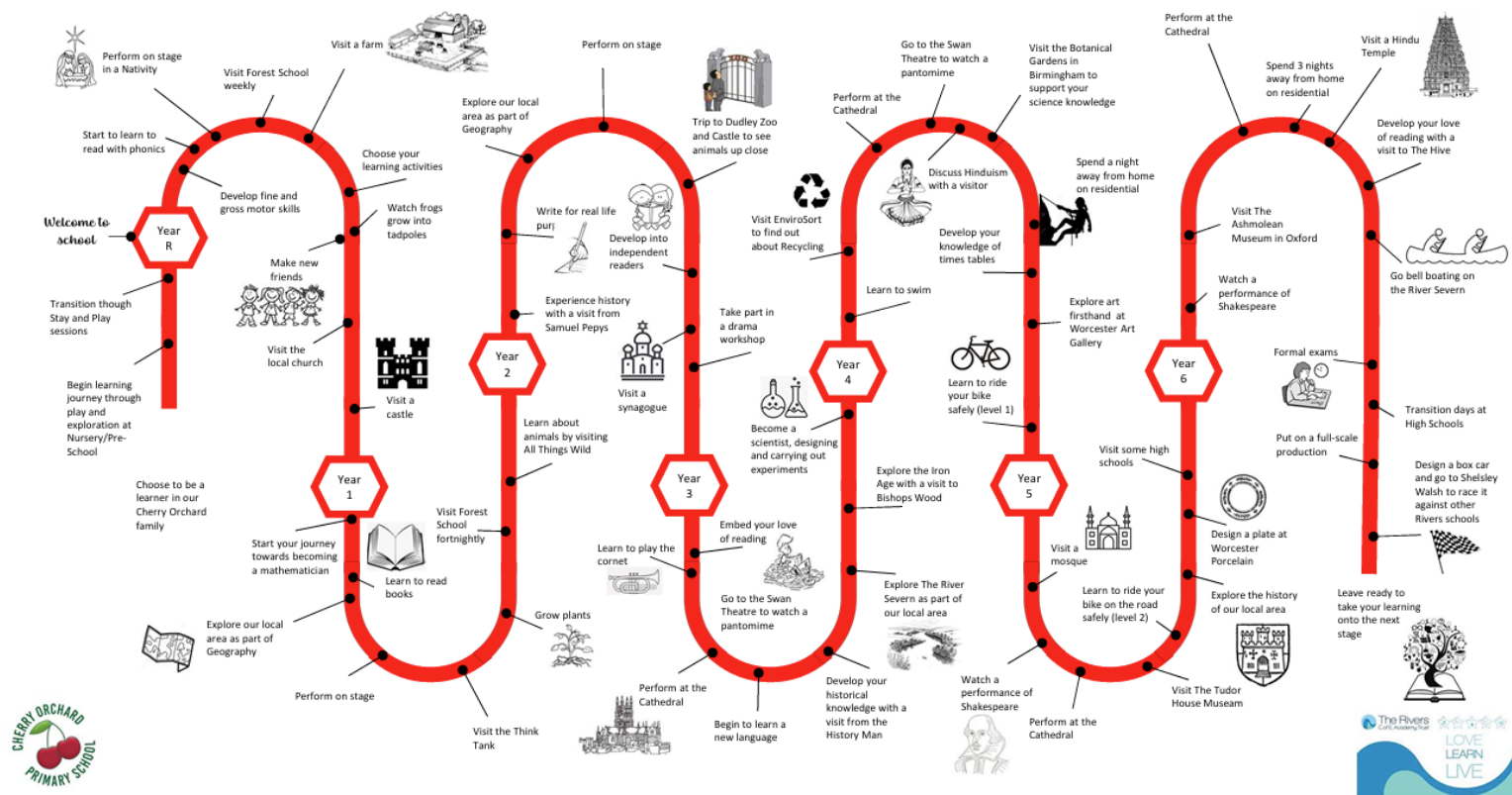
Part of the Cherry Orchard experience is broadening horizons. We plan a stimulating range of exciting and educational visits for every year group. Along with cultural trips to the cinema and the theatre, we have visits to areas of local interest such as Worcester Cathedral, Worcester Porcelain and the Tudor House Museum, and weekly swimming in Year 4. As children reach further up the school, they have the opportunity to go on residential visits in Year 4 and Year 6.





An important feature of our curriculum is the connection with the 'real' world, offering pupils the chance to engage with, and work alongside, real audiences for their work. We welcome the chance to utilise the broad scope of opportunities that our parents and community can offer us for these real audiences. These events provide opportunities to set challenging learning objectives, to widen children's horizons and to help strengthen the essential bonds between children and adults.

## WHILST AT CHERRY ORCHARD, PUPILS WILL EXPERIENCE:



## ASSEMBLIES & COMMUNITY EVENTS

### Assemblies

We encourage the children to take an active part in school assemblies, including singing practice and celebration assembly. Each Friday morning, we celebrate individual achievements made over the past week and highlight examples of pupils who are demonstrating the STARS values in their behaviour, schoolwork or activities beyond the school, through our celebration assembly.



We are a non-denominational, multi-faith, so our assemblies are not religious. However, as a parent, you have the right to withdraw your child from any part of, or all, religious instruction including religious assemblies. Requests should be made to the Headteacher.

# THE SCHOOL DAY AND ORGANISATION

## Times of the Day

Start of day 8:30am - registration is at 8:45am.

End of day for Reception pupils – children begin to exit at 3.10pm.

End of day for Pupils in Y1 – Y6 - collection at 3.15pm.

## Morning Breaks

10:00am – 10:15am

10:30 am – 10:45am

## Lunch Times

11:45am – 12:45pm

12:15pm – 1:15pm

## Afternoon Breaks

Reception children take breaks as/when required to support learning

## Mornings

In the morning, staff are on the gate from 8:30am. Please encourage your child to cross the playground on their own. If you arrive after 8:45am, please take your child round to the school office.

## Absence

Should your child be absent from school, please inform the school by telephone. The school phones are staffed from 8.30am to 4.30pm but outside of this, messages can be left on the answer phone. We operate a 'first day absence' policy, whereby we make a telephone call home to ascertain why children are absent from school if parents have not telephoned or emailed the school before 9am.

## Holidays taken during term-time

In line with Government guidelines, school does not authorise any holidays except in a few exceptional circumstances, but any holidays that you plan to take during term time must still be communicated to the school by completing a 'Leave of Absence' form in advance which can be collected from the school office. Unauthorised absences relating to holiday may result in referral to the Local Authority Attendance Team and/or a penalty fine.

## Contact with teachers

Contact between parents and teachers is very important and we hope this is not just reserved for parents' evenings. There are various ways of making contact: you could send an email to staff or the office or arrange a mutually convenient meeting time by phoning the school office. At Cherry Orchard, we value the communication that we have with our community. The office email address is on the school website. The office will not always be able to send immediate responses, but we will try to respond within 24 hours. Urgent messages should always be telephoned through to the school office.

## Car Park

Between **8.30 to 9.00am** and **3.15 to 3.30pm** hundreds of pedestrians use Timberdine Avenue. Should cars be manoeuvring in the area, or blocking pathways, then they are likely to cause a serious accident. To address this, we ask that between the times indicated, there should be **no parking or turning in Timberdine Close, or the school car park** (except staff parking and permit holders). On no account should the car park of the Worcester City Inpatient Unit be used.

## Site Safety and Visitors

At Cherry Orchard, we value the safety of all those involved with the school: pupils, staff, parents and visitors alike. We also strive for the school to be a welcoming and accessible place. These two aims can conflict, but we hope that with the following clarification, they will not.

For many reasons, including fire safety, we need to know who is in the building at any given time. If you need to come into the school building **at any time** please **enter via the main door** and report to the school office. If you are staying in school, for example to help in a classroom (for which – many thanks) please sign in. You will receive a pass to wear in school. If you are collecting your child early for any reason, please ask at the office. Your child will be brought to you and you will be asked to sign your child out, explaining the reason for them leaving. If you bring in something for your child during the day (e.g. forgotten PE Kit) then please deliver it to the office and we will arrange for it to be delivered to your child.

## Policy on Snacks and Drinks

We encourage all food which is eaten in school to be part of a healthy balanced diet. Only fruit is allowed at playtime. This is provided free for Reception, Year 1 and Year 2 children. Children in Reception have an indoor break with time to eat their fruit and to drink their milk. Milk is provided **free** until their 5th birthday. Once children reach the age of 5, parents are able to purchase milk for their child. Please register via CoolMilk.

We encourage healthy packed lunches. We ask that no confectionary, sweets or chocolate bars appear in packed lunches. Chocolate covered biscuit bars or crisps are acceptable as part of a healthy lunch box, although we encourage healthy versions or alternatives where possible.



Our school meal provider, Dolce, follows the Food Based Standards. They provide healthy, nutritionally balanced, fresh meals on a daily basis. We have an enviable kitchen facility which has enabled us to ensure that the Universal Free School Meals for all infants (pupils in Reception, Year 1 and Year 2) has been successfully implemented at Cherry Orchard. Under the current scheme, parents have the option for their child to enjoy a hot or cold free school meal, worth around £400 per pupil over the academic year.

A key and recurring safety issue that we must continually be vigilant about is our rule that **no nuts or nut products should be put into children's lunchboxes as snacks or part of a packed lunch**. There is a real danger to those children who have nut allergies if this is allowed to happen and so we will remove any product that we



encounter in school that breaches this rule and ask for your support in ensuring that this does not happen. This includes spreads such as peanut butter or nutella.

We encourage children to bring **water** to drink at any time during the day. This needs to be brought in a named spill-proof sports-type bottle. To encourage children to have a healthy diet, **only fruit is permitted at playtime**. Sweets and chewing gum are not allowed in school at any time, even on birthdays. **We also ask that children don't bring in food treats for their friends on their birthdays, as not all children are able/allowed to eat all foods.**

During the lunch hour, the children have time to eat their lunch in the Dining Hall, where designated lunchtime supervisors ensure the safety and well-being of your child and encourage them to finish the meal provided for them. Our lunchtime supervisors follow the school's behaviour policy and work closely with the class teachers and Headteacher. They also administer minor first aid and know the Child Protection procedures.

### Homework

At Cherry Orchard, we believe that (as part of the process of teaching and learning) homework can make an important contribution to the development of our pupils. As parent/carer you can play a vital role in your child's education by helping your child with a range of activities outside of school. Children will receive weekly homework tasks. Daily reading is recommended throughout the school, starting with a variety of Read, Write, Inc phonics scheme books and progressing to longer books, both fiction and non-fiction, of the child's own choosing.

## SPECIAL EDUCATIONAL NEEDS

At Cherry Orchard Primary School it is our philosophy to develop and maximise the full potential of every individual. The S.E.N.D Code of Practice devised a model of action and intervention in schools to support children identified as having a special educational need. This model is referred to as 'The Graduated Approach' and has a four part cycle of 'Plan-Revisit-Refine-Revise'. We aim for **all** children to have access to a broad and balanced education.

In many cases we are able to meet the children's needs within school. If it is felt that further advice and guidance is needed from an outside agency, then this would be highlighted as part of the termly review. These outside agencies will then provide advice and resources as appropriate to the child's needs and will aid the writing of the Individual Provision Plan or Pupil profile.

For more information, including a full copy of the SEND policy, please visit the school website. [Cherry Orchard Primary School - SEND Information](#)

# CURRICULUM STATEMENT WITH REGARDS TO HEALTH EDUCATION AND SEX EDUCATION

## What is sex and relationship education?

Sex and relationship education (SRE) is lifelong learning about physical, moral and emotional development. At Cherry Orchard, SRE is planned as part of our PSHE Curriculum, and many aspects are covered within the Science curriculum.

SRE is learning about our bodies, health and relationships. Learning is built up year-by-year in a way that is appropriate to the age and maturity of the pupils, responds to the needs they have, and enables them to successfully manage the challenges they face as they grow up.



SRE teaches children to develop values and attitudes, and learn personal and social skills, and increase their knowledge and understanding to enable them to make informed decisions and healthier life choices. SRE makes an important contribution to safeguarding children.

## ADMISSIONS

The school team are very happy to show parents considering applying to Cherry Orchard around the school whilst it is in action. Tour dates are set aside for this, but if you cannot make that day, then individual visits can be arranged at a mutually convenient time. Any questions that you may have can be answered during these visits, and you will have the opportunity to evaluate the effectiveness of the school by observing it at work. When there are more applications than places, children are admitted in following the order of priority as set out in the Admissions Policy. The latest Admissions Policy is available on the school website.

Further information on Worcester County Council admissions is available at: <https://www.worcestershire.gov.uk/schooladmissions>

## SCHOOL UNIFORM






The school is most appreciative of the support received from parents over the matter of school uniform, which is a combination of the following:-

- 🍒 Red sweatshirt/cardigan
- 🍒 Short sleeved white /red polo shirt
- 🍒 Grey trousers/grey school shorts/grey skirt/bottle green skirt or pinafore dress
- 🍒 Black shoes
- 🍒 Grey socks / white socks or plain tights (red, green or black)

### Optional Summer term uniform

- 🍒 Summer caps
- 🍒 Summer dresses - gingham - small red/white squares

## P.E. Kit

-  Pair of trainers (Velcro fastening for Reception, Year 1 and 2)
-  Black shorts
-  Plain t-shirt (white/Cherry Orchard P.E. top with logo)
-  Socks (if tights are worn with girls' school uniform)
-  For outdoor games, a track suit (or joggers and sweatshirt) is required for cooler weather. This should be plain black.

*Football tops with team logos are not appropriate kit for school wear.*

*We do not expect school items to have a school logo and versions of these uniform items can be found in most high street retailers and supermarkets. Our branded uniform is available at Monkhouse Schoolwear (formerly School Togs) in Worcester city centre. You can visit the shop or order online.*

## **All items of clothing should be named.**

Please note that the following kinds of footwear are unsuitable for school for safety reasons: Sling backs, high heels, platform shoes, jellies and flimsy sandals. Parents are urged to send their children in sensible, comfortable footwear.

## Jewellery

Pierced earrings should not be worn for PE for safety reasons. Children are allowed to wear one pair of studded earrings to school but these should be removed for PE lessons. **These are the only earrings permitted by the school.** You may provide your child with plasters to cover the studs for PE. Any jewellery brought or worn to school will be kept until home time in a sealed, named envelope and returned to the child at the end of the day.

## Hair

Whilst personal presentation is included in our 'uniform' policy, please remember that, for safety's sake, longer hair needs to be tied back as it can catch on games or gymnastics apparatus. This also helps prevent possible head lice infestation. We ask that all pupils maintain a smart and sensible haircut; whilst we appreciate that hairstyles form a part of an individual's character, we ask that no 'extreme' hairstyles such as 'tram lines' or coloured dyes are used. Only small, plain hairbands are allowed to be worn in school.

Nail varnish, fake nails and fake tattoos are not allowed in school.

## Lost property

Lost property is now stored in the main school corridor leading to the hall. Owners will be found quickly **if all clothing has a name label in.** Unnamed clothing is very difficult to trace. If you wish to check the lost property, please either ask your child to check or come to the school office and ask to see the lost property yourself.



# CHILD PROTECTION AND SAFEGUARDING

**All members of the Senior Leadership Team are trained Safeguarding Leads.**

**Designated Safeguarding Lead – Mrs K Banford**

**Deputy Designated Safeguarding Leads – Mrs C Jeynes, Mrs E Rowe, Mrs C Spencer and Mrs J Atkins**

In the course of their professional duties, teachers may be made aware of signs that could be indicators of potential child abuse. Sometimes, further investigations reveal these signs to have an innocent explanation. As a staff, we are aware that to be involved in such investigations could be a distressing experience for families and one that can arouse strong emotions. Nevertheless, we are charged with reporting any sign that may lead us to suspect that abuse could be taking place and will not hesitate to do so in such circumstances. We believe that this vigilance is the best way in protecting your children.



# TERM DATES

Cherry Orchard Primary School Academic Year 2025 – 2026 Term Dates		
	School closes	School opens
Autumn Terms starts	<b>INSET day (1)</b> <b>01/09/25</b>	Opens Tuesday 2 <sup>nd</sup> September 2025
October half-term	Closes Thu 23 <sup>rd</sup> October 2025 <b>INSET day (2) – 24/10/2025</b>	Re-Opens Mon 3 <sup>rd</sup> November 2025
Christmas Holidays	Closes Fri 19 <sup>th</sup> December 2025	<b>INSET day (3) – 05/01/2026</b> Re-Opens Tue 6 <sup>th</sup> January 2026
February half-term	<b>INSET day (4) – 13/02/2026</b> Closes Thu 12 <sup>th</sup> February 2026	Re-Opens Mon 23 <sup>rd</sup> February 2026
Easter Holidays	Closes Fri 27 <sup>th</sup> March 2026	Re-Opens Mon 13 <sup>th</sup> April 2026
May half-term	Closes Thu 21 <sup>st</sup> May 2026 <b>INSET day (5) 22/05/26</b>	Re-Opens Mon 1 <sup>st</sup> June 2026
End of Summer term	Closes Fri 17 <sup>th</sup> July 2026 <b>INSET day (6) 20/07/26</b>	

Further term dates can be found on our website: [Cherry Orchard Primary School - Term Dates](#)

# DOLCE SCHOOLS CATERING

[Cherry Orchard Primary School - Dolce Catering Services](#)



Dolce is a family run business, specialising in catering for education. As the new school term begins and preparations are made for the 'experience of a lunchtime' in your child's school, please take a moment to familiarise yourself with our simple meal ordering processes.

SchoolGrid enables you to pre-order meals, make card payments, add allergens, change personal details such as email address and password, view menus, recipes and ingredients etc.

## HOW TO SET UP YOUR SCHOOLGRID ACCOUNT

You do not need to do anything. Your school will add your child / children and your contact details to the system which will then activate your account. You will receive an email from SchoolGrid which includes your activation link. Please follow instructions carefully to fully activate your account. If you have not received this email, please contact your school office or Dolce Customer Care.

## HOW TO ADD CREDIT TO YOUR CHILD'S SCHOOLGRID ACCOUNT:

You will need to add credit to your account for your child to receive a meal or select a pre-order. Credit can be applied at any time suitable for you whether it's daily, weekly, monthly or even up to a term in advance. Pre-orders can also be made on the day of the meal to be taken **before** 8:55am.

The meal price can be seen on the debit / credit card top up page.

Please log onto your SchoolGrid account and select **[account]** - **[make card payment]**. You can add any chosen amount and can change any figure that has auto populated in the caterer meals box and select **[Pay Now]** to take you to your payment page.

Caterer (meals)

victoria £ 0.00

Minimum of £1.00  
Total: £0.00

Pay Now

- Please ensure all credit 'top up's' are allocated to the Caterer (meals) box.
- This can be topped up as often as you like and for your chosen amount.
- Your account will need to be in credit before any pre-order can be made.



## HOW TO ORDER YOUR CHILD'S SCHOOL MEALS:

Please log into your SchoolGrid account and select [Order Meals]. You can scroll through the weeks and select meals for the full week or only the days you require.

The system will only allow you to pre-order a main meal, we do not take pre-orders for side dishes or desserts. These can be chosen by your child on the day and any dietary requirements will be taken into consideration by our trained serving team.

All pre-orders can be made in advance up until 08:55am on the morning of the meal to be taken.


Please note that pre-ordered meals will only be charged to your account once your child has collected their meal, at the time of lunchtime service.

To view Side dishes and Desserts available for a chosen day, please select:

 Full menu

To view all of your selected pre-orders go to [Food] - [Current Orders]

## HOW TO VIEW ALL CHILDREN:

Move between your children's accounts on SchoolGrid by heading to the home page (click)  and select [other accounts]. You can also change your child's name on the drop down box in the top right hand corner.

**Please note:** If you are using a mobile device you will need to select the three lines or three dots on the top right hand side, then select the option you require.

## FREE SCHOOL MEALS

If your child is in KS1 (Reception, Year 1 or Year 2) you automatically receive Universal Infant Free School Meals (UIFSM) and do not need to pay for any meals until your child reaches year 3. You do not need to do anything, the system knows you are entitled to free school meals and will not charge you or ask for funds to enable you to pre-order.

If you are entitled to benefit related free school meals, please ensure your school is aware who will then update the SchoolGrid system. Once the school has updated SchoolGrid, you can make a pre-order without being asked to add any credit.

## LOW BALANCE ALERT

You can set a low balance alert which will email you once your account falls below a certain level, set by you. To set your low balance alert click [Account] - [Make a card payment]. Below the meal price, you will see a prompt with the box auto populated to "no" change the drop down to "Yes". Select "Change Balance Threshold" and add your preferred limit and click save.

Would you like us to notify you if your balance for meals falls below a certain level?

Yes

Please email me if my balance, for a customer, falls below: £0.00

[Change Balance Threshold](#)

## HOW TO VIEW YOUR ACCOUNT HISTORY:

Once logged into your SchoolGrid account, please select **[account]** - **[view activity]**. This will show you all the meals that your child has received, charges applied and any payments you have made.

## HOW TO CANCEL A PRE-ORDERED MEAL:

If for any reason your child decides they no longer want the meal or they are absent from school, please cancel the pre-ordered meal. You can do this by logging into SchoolGrid, selecting the relevant day and then clicking **[cancel meal]**. You will need to do this no later than 8:55am on the morning of the meal to be taken.

## ALLERGENS:

If your child has any of the 14 main allergens or is diabetic, you can update this information directly on their SchoolGrid account:

- Go to **[Food]** > **[Allergens]**.
- Tick the relevant boxes and select **[Save Changes]**.
- Once selected, the system will automatically block meals containing your chosen allergens, preventing you from pre-ordering those dishes.
- You can view all dishes, their ingredients, carb counts and allergens by clicking on a dish. Go to **[Order meals]** and click on your chosen dish.

If your child has an allergen and you would like to discuss the menu choices further, please contact [customer@dolce.co.uk](mailto:customer@dolce.co.uk)/01942 707709 (option 1).

## SPECIAL DIET INFORMATION:

If your child has an allergy outside of the fourteen listed on SchoolGrid, follows a special diet or has other dietary requirements, e.g. vegetarian, vegan, Halal, please contact Dolce customer care where we may be able to add a dietary note to your child's account.

Please be aware that this note cannot prevent dishes being pre-ordered and so we strongly advise that you carefully check recipes and ingredients thoroughly before placing orders.

**Please remember that recording dietary information is the sole responsibility of the parent/carer and not the school. SchoolGrid operates independently from the school system, so Dolce kitchen staff rely solely on the information you, as a parent, provide on SchoolGrid.**







## SIDE DISHES AND DESSERTS

To view the full menu options please log on to your SchoolGrid account and go to **[order meals]**. You will see an orange tab **[full menu]** if you click this it will show you the full range of side dishes and desserts available for that day. This will also allow you to view all of the nutritional content.

Side dishes and desserts can not be pre-ordered but can be chosen, by your child, at the time of service. Dolce also provides a salad bar and fresh bread, each day.

## CHANGE OF ADDRESS OR PHONE NUMBER:

Go to **[Account]** - **[Manage Contact Details]** add your correct details and then click **[Update]**

## COMPLIMENT THE COOK:

If your child enjoys their meals, why not let the cook know! You can do this in **[Account]** - **[Compliment the cook]**. This is for simple compliments only, any feedback, complaints or questions should be sent to [customercare@dolce.co.uk](mailto:customercare@dolce.co.uk)

## CO-PARENTING / SHARED PARENTING

There can only be one main "standard" account holder on each child's SchoolGrid account. The standard account has full access to the above features.

A second parent can be added on a "Pre-order only account". This will allow you to make a pre-order only. If you would like to make a payment for school meals, you can only do this over the phone by calling customer care on 01942 707709 (option 1).

### How to contact us:

Should you need any further assistance regarding the above information, please do not hesitate to contact Dolce Customer Care where a member of our friendly support team will be happy to help.

Email - [customercare@dolce.co.uk](mailto:customercare@dolce.co.uk)  
Phone - 01942 707709 (option 1)



## FREQUENTLY ASKED QUESTIONS

### HOW DO I ACTIVATE A SCHOOLGRID ACCOUNT?

You do not need to do anything. Your school will add your child / children and your contact details to the system which will then activate your account.

### DO I NEED TO GIVE YOU NOTICE THAT MY CHILD WOULD LIKE SCHOOL MEALS?

We are very flexible and do not require notice for your child to have school meals.

### DO I NEED TO MAKE A PRE-ORDER?

We recommend you pre-order your child's meals to help ensure they receive their preferred choice and to avoid waste.

### HOW DO I VIEW THE PRE-ORDERS I HAVE MADE?

To view all of your selected pre-orders go to **[Food]** - **[Current Orders]**

### HOW DO I TOP UP MY CHILD'S ACCOUNT?

Please log onto your SchoolGrid account and select **[account]** - **[make card payment]**. You can add any chosen amount and can change any figure that has auto populated in the caterer meals box and select **[Pay Now]** to take you to your payment page.

### HOW MUCH IS MY CHILD'S SCHOOL MEAL?

The meal price can be seen on the debit / credit card top up page. Please log onto your SchoolGrid account and select **[account]** - **[make card payment]**

### DOES SCHOOLGRID HAVE AN APP?

SchoolGrid does not have an app. Please log on to your SchoolGrid account through your device here <https://app.schoolgrid.co.uk/login>

### WHY CAN I NOT SEE THE MENU OPTIONS ON MY MOBILE?

If you are using a mobile device you will need to select the three lines or three dots on the top right hand side, then select the option you require.

### WHAT IF MY CHILD HAS AN ALLERGY?

If your child has one of the main 14 allergens or is Diabetic, you can tick this on their account. **[Food]** - **[Allergens]**. Tick the relevant box and select **[save changes]**.

### WHAT IS THE LATEST I CAN PRE-ORDER A MEAL OR CANCEL A PRE-ORDER?

All pre-orders and cancellations can be made in advance up until 08:55am on the morning of the meal to be taken.

# FREE SCHOOL MEALS (FSM) / PUPIL PREMIUM FUNDING

Children in Reception, Year 1 and Year 2 are in receipt of Universal Infant Free School Meals (UIFSM). When your child reaches Year 3, they will no longer be entitled to Free School Meals unless they qualify under the benefit criteria. It is very easy to check your eligibility, so we like to encourage all parents to do this.

## **If you receive any of these benefits you may be entitled to Free School Meals:**

- Income Support
- Income-based Jobseekers Allowance
- Support under part 6 of the Immigration and Asylum Act, 1999
- Child Tax Credit, and your annual income is less than £16,190
- Guaranteed Pension Credit
- Income-based Employment and Support Allowance
- Working Tax Credit run-on
- Universal Credit, and your annual household income is £7,400 per annum (£616 per month) or less after tax, and not including any benefits.

## **Why should I apply for Free School Meals now?**

You can apply for Free School Meals as soon as your child starts pre-school. Children who are entitled to Free School Meals (not UIFSM) attract an additional benefit which is paid directly to the school, this is known as Pupil Premium.

From the moment we start receiving Pupil Premium for your child, we distribute some of the funds to help you at home. Examples of the benefits offered to our Pupil Premium families include; subsidised school trips, £40 towards school uniform, and supermarket vouchers. We also have the opportunity to offer targeted support to individual families.

In addition to targeted support, the Pupil Premium allowance retained by the school allows us to provide additional educational resources, and employ additional class based support staff to benefit those who need it most.

Even if your circumstances change and you stop being entitled to Free School Meals, you will continue to be entitled to Pupil Premium for a further six years.

## **How to check if I am eligible and apply?**

Worcestershire Children First have created an easy to use self-service process to manage Free School Meals applications and keep you up to date with any changes. The system uses the same portal you used to apply for your child's school place. You should use your admission application login details on the Citizen Portal to apply for Free School Meals. You can access the portal using this link:

[https://emsi.worcestershire.gov.uk/CitizenPortal\\_LIVE/en?ReturnURL=%2FCitizenPortal\\_LIVE%2F](https://emsi.worcestershire.gov.uk/CitizenPortal_LIVE/en?ReturnURL=%2FCitizenPortal_LIVE%2F)

If you do not currently have a Citizen Portal account, please follow the on-screen instructions to register an account.



Subsidised  
trip costs!



Free  
uniform  
allowance\*!

Once you have applied using the new system, you will receive a confirmation message that your application has been received and is being processed. You will then receive further notifications via the Citizens Portal as your application progresses.

If you have any questions or would like support with your application, please contact the school office.

\*Free uniform allowance begins from Y1.

## COOL MILK





# *Is your child registered for* **SCHOOL MILK?**

## *Child* **UNDER 5**

Every child under the age of five is entitled to free school milk. Simply register your child online.



## *Child* **OVER 5**

Every child over the age of five is entitled to milk at a subsidised cost of around £20 per term. Register your child and pay online.

**Children in receipt of benefits-based free school meals are eligible for free school milk. Speak to the school for further information.**

Free milk for under 5s is funded by the Department of Health and milk for over 5s is subsidised by DEFRA.

# **REGISTER YOUR CHILD TODAY**

Register online  
[www.coolmilk.com](http://www.coolmilk.com)



Need help?  
**Send us a message**  
at [www.coolmilk.com/contact](http://www.coolmilk.com/contact)  
or give us a call on **0800 321 3248**



FIND US ON SOCIAL MEDIA - SEARCH COOLMILKSCHEME

# THE HUB – Wrap-Around-Care



## BEFORE AND AFTER SCHOOL CARE



The Hub is run by a dedicated team, led by Mrs Fran Robinson. We aim to provide a environment in which children can enjoy a wide range of games and activities.



### Activities available...

- Arts and crafts
- Outdoor sports
- Cooking
- Gardening
- Board games
- Construction games
- Occasional films



### Booking

Sessions at The Hub can be booked via Parent Pay. An illustrated step-by-step guide is available on our school website. If you wish to pay by Tax-Free Childcare or a Childcare Voucher Scheme, please email [hubfinance@riverscofe.co.uk](mailto:hubfinance@riverscofe.co.uk).

### Contact The Hub

For all general enquiries please contact Fran Robinson at

[hubmanager@riverscofe.co.uk](mailto:hubmanager@riverscofe.co.uk)

During Hub opening hours, we can also be contacted on our mobile phone:

**07783030440**

### Session Times and Prices

– Breakfast (7.30am-8.40am) £5.50

To include a breakfast of toast, cereals and fruit juice.

– Afternoon Session (3.15pm-4.30pm) £8.00

To include a light snack of a biscuit and piece of fruit.

– Afterschool Session (3.15pm – 6pm) £11

To include a substantial snack such as pasta and sauce, crumpets and wraps. Full menu and allergen list available.

**Sessions booked on the same day will be subject to a £1 surcharge.**



**The HUB is registered with the following childcare voucher providers:-**

- **Care 4:** Account number 44055470
- **Kiddivouchers:** Use our postcode WR5 2DD to find The HUB
- **Fidelity:** account number hub003c or search via our postcode WR52DD
- **Sodexo/Allsave:** Carer ID 900927
- **Computershare:** Carer registration number 0026390879
- **Edenred:** Carer reference number P21245711
- **Government Tax-Free Childcare scheme:** Please quote our OFSTED number 148183



# COSA – Cherry Orchard School Association



**Cherry Orchard School Association**  
Registered Charity: 1098165

**Address:**  
Cherry Orchard Primary School  
Timberdine Close WR5 2DD Worcester  
**E-mail:** cosawr5@gmail.com

## Hello from COSA!



Hello to Cherry Orchard Primary School's Parent Teacher Association, Cherry Orchard School Association (COSA). COSA is a registered charity and we raise money for the educational benefit of all children at our school. We are a friendly group and welcome new members to help support fundraising for all the children at Cherry and Little Cherries.

In the last couple of years, COSA has funded a sensory garden area and willow tunnel, contributed towards a new all-weather track, bought cherry maths mascots, planted over 100 tree saplings on the school field, paid for new outdoor gym equipment, donated air-purifying plants for every classroom and most recently overseen a new handcrafted mud kitchen for forest school!

We have just won £1,500 from the Tesco blue token scheme to fund a new reading and well-being shelter which is fantastic. Shortly, we will be applying to St Peter's Parish Council for outdoor bean bags and resources for the shelter.

The COSA Committee and small team of members plan a programme of fundraising activities and events (such as pre-loved costume sales, discos, raffles and competitions) and decide how to spend donations. Our big summer fundraiser this year is planned for Friday 20th June from 4.30-6.30pm so please save the date!

We have a real need for new members - as children grow up and move on, so too do parents who have supported the fundraising efforts. Any form of help is most welcome and it would be great to have your support - many hands make light work! Get in touch if you're interested!

We look forward to meeting you in person soon.

Lynne, Kate, Monika and Leanna - COSA Committee Members

**Classlist**  
The parent to parent school community app

**Quickstart Guide**

- Announcements**: Notices and reminders from your PTA, Class Rep or school relevant to your child's class.
- My group chats**: Post questions, chat and useful info organised into topic threads: scan for what interests you. Join or set up an interest group.
- Parent finder**: Look up a name of a parent or child in your child's class and year. See the who's who of reps and admins. Volunteer to become class rep!
- School run map**: Tap in to the parent map to find a lift, a cycle buddy, or make friends nearby.
- Notifications**: Adjust settings to your liking. View latest activity.
- Private messages**: Chat 1:1 with parents or small groups.
- Listings**: A marketplace for your school to buy, sell and donate, and list lost & found items.
- Profile & privacy**: Add a profile and a family pic, and set your privacy preferences.
- What's On**: PTA events: get and view your tickets in the app. Organise or view private get-togethers and birthday parties.

**Build amazing parent communities**  
Connect - Celebrate - Collaborate

**Get the Classlist app and keep up to date with fellow class parents, fundraising events and COSA news. We use this app to send out all COSA messages and announcements.**

**FACEBOOK**  
You can also find us on Facebook.  
**Search**  
Cherryorchard PTA  
to find our page!



**Lynne Holloway**  
COSA Chair



**Monika Nicholson**  
COSA Treasurer



**Leanna Owen**  
COSA Vice-Secretary



**Kate Stevenson-Pugh**  
COSA Secretary

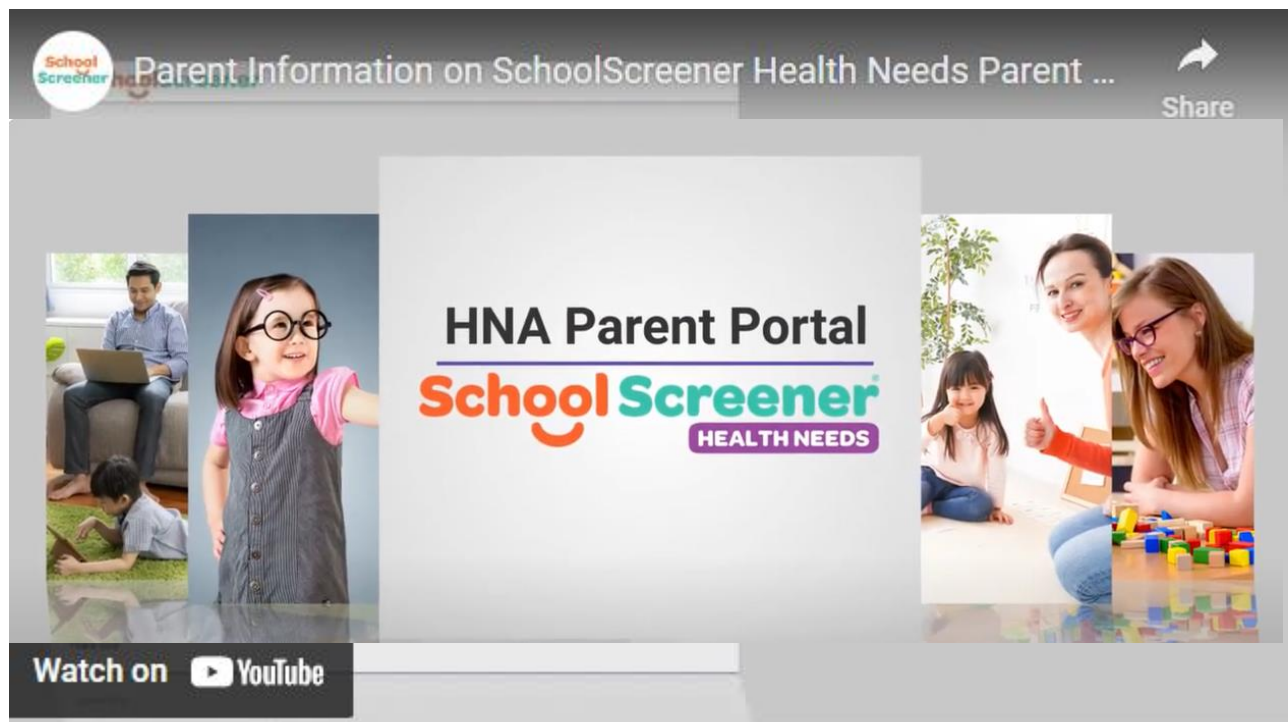
**Please join us at the Cherry Summer Fayre on Friday 20<sup>th</sup> June at 4.30-6.30pm £1 per adult and free for children**



# SCHOOL HEALTH NURSING

Parent Information on School Screener Health Needs Parent Portal:

<https://youtu.be/QUO22QXeoZ8>



Further medical information can be found on our website: [Cherry Orchard Primary School - Medical](#)

## GETTING READY FOR SCHOOL

We have created a 'Starting School in Reception' page on our website: [Cherry Orchard Primary School - Starting School in Reception](#)

