



Acorns Policy

Date Reviewed & Published	September 2025
Date next due for review	September 2026
Approved by Governors	9 th October 2025

Learning at Stivichall is a passport for life

Acorns is committed to providing a welcoming, safe and stimulating environment for your child with many opportunities for them to play.

Acorns is run by a team of dedicated, qualified and trained staff.

Acorns operates from 7.30am-9.00am and 3.15pm-6.00pm term time and subject to uptake, one week during the Summer Holidays.

Contacting Acorns

For all general queries please contact:

acorns@stivichall.coventry.sch.uk

02475 100071

Session costs

Breakfast 7.30am-9.00am £7.00

After school until 4.30pm £7.50

After school until 5.00pm £9.00

After School until 5.30pm £10.50

After school until 6.00pm £12.00

Bookings are made through the online booking system My Child At School (MCAS).

Bookings will be open for the year and need to be booked two weeks in advance.

It may be possible to book additional sessions in an emergency but, additional sessions cannot be guaranteed.

Payments can be made using a credit/debit card on MCAS, Tax free childcare or with Childcare vouchers. If using Childcare vouchers, please contact us first to enable us to give you the correct account number for your voucher provider to send the funds to.

Please be sure to only book sessions that are needed as Acorns are unable to refund under any circumstances unless after school clubs have become available for you to book your child on to, after you have already booked Acorns.

Penalty Fee – For late pick up

In the event that you are running late for pick up please call Acorns on 02475100071 or email acorns@stivichall.coventry.sch.uk.

If your child is not collected on time for the 4.30pm, 5.00pm and 5.30pm sessions, you will be charged an additional £1.50. After three instances of being late to collect your child/children they will automatically be enrolled onto the next timed session.

A penalty fee of £5 per every 5 minutes late will be applied for late collection from 6.00pm onwards.

After 3 incidents of being late after 6.00pm your child's place will be at risk. The Governors reserve the right to withdraw a place if collection after 6pm is a regular occurrence.

After 6.00pm if we are unable to make contact with you, we will contact social care after 30 minutes.

Admissions

All places are subject to availability

Only children attending Stivichall Primary School can access Acorns

All parents will have access to this policy

Extra sessions are not guaranteed and may only be booked in an emergency

Acorns reserve the right to refuse a placement

Children with additional needs

We are unable to offer "one to one" support at Acorns. We can accept a child that needs extra support and will make reasonable adjustments to offer the support needed.

Every effort will be made to do this including interaction with parents, teachers and support staff.

However, for the wellbeing and safety of all users of Acorns if the needs of the child cannot be met with these reasonable adjustments, then we reserve the right to refuse a placement.

Arrival and departure

Breakfast Club

Parents / Carers are required to bring their child directly to club via the Green Lane entrance. Children should not arrive on their own unless they are in Year 5 or 6 and it has been previously agreed by parents and Acorns. A member of staff will greet you and register your child.

Reception, Year 1 and Year 2 children will be escorted to their classes by Acorns staff in time for the start of the school day. Years 3,4,5 and 6 children will go to class independently

If your child is unwell, we ask that you do not send them to Acorns. Please call or email to inform us that your child will not be attending.

After School Club

All classroom teachers have a list of children attending Acorns after school.

Reception, Year 1 and Year 2 children attending will be escorted to the Dining Room.

Years 3,4,5 and 6 children will come down to the hall independently.

Please notify Acorns if your child is attending an after-school activity

The Acorns staff will take a register of all booked in children and will liaise with teachers and the school office to determine any reason why a child is not accounted for.

Please collect from the Green Lane entrance. On arrival, alert staff that you are there by pressing the bell on the railings outside Acorns. A staff member from Acorns will call for your child to have them ready to hand over.

Please wait behind the railings until your child /children are brought out.

Parents must ensure that all information including collection information is kept fully up to date.

Breakfast and Snacks

Toast, cereal, fruit and yogurt are available for breakfast along with orange juice, milk or water to drink.

After school snacks

Monday – Toast with or without jam

Tuesday – Chicken goujon or cheese wraps

Wednesday – Cheese and crackers

Thursday – Fish finger or cheese wrap

Friday – Crumpets

Fruit and water will also be available

Menu may be subject to change depending on availability

A vegetarian option will also be available on days that meat is being served.

After school snack is just a snack and is not intended to be a meal

Acorns staff are aware of Food allergies and intolerances and will manage these as required. Please inform Acorns and the school office immediately if your child develops any new allergies.

First Aid

All accidents will be recorded in Medical Tracker and parents informed upon collection of their child.

All accidents are dealt with by a qualified first aider.

Parents of any child who becomes unwell whilst at Acorns will be contacted immediately to come and collect their child.

Activities

Acorns offers a wide variety of activities and games. There is something different on offer every day.

We have lots of fun in the sport's hall and play a variety of sports including football, tennis, badminton and basketball, both indoors and outside. We also have two table tennis tables where many tournaments take place. Playing team games really encourages team work and brings children that wouldn't normally play with other at school, together.

We have access to some amazing areas outside including the Trim Trail, the Dell and the Golden Mile that the children love walking around. All Acorns staff and children love the fresh air and we make good use of our amazing school grounds.

Children are encouraged to be creative through the different activities available. We have colouring, drawing, cutting and sticking available. We also have different activities on offer in the smaller, quieter area of the art room.

Acorns loves role play and we have a variety of different activities available including Hairdressing, office/travel agents and dolls with accessories. There is always an activity for everyone to enjoy and Acorns make sure there are age specific games and toys for all of our children.