



EAGLEY INFANT SCHOOL

INFORMATION FOR PARENTS



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EAGLEY INFANT SCHOOL

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WELCOME

Dear Parent/Carer,

Welcome to Eagley Out of School Club. We have developed this handbook to ensure that those families using our childcare provision have all the information they need to help them use our service.

Eagley Out of School Club is run by the Trustees of Eagley Infant School, and as such shares our school ethos and policies.

We have approachable, professional and committed staff, which combined with excellent resources and facilities enable us to provide a 'Happy, Healthy, Fun' environment in which to care for your child.

If there is any further information you require please do not hesitate to contact a member of our team.

HIGH QUALITY CHILDCARE

We provide excellent childcare before and after school. The qualified staff are committed to providing the best possible care for the infant and junior pupils who use our club, and the best possible service to our parents. A wide variety of activities are always available and staff play active games with the children in the hall and outside. The children are usually grouped according to their age (Early Years, Infants or Juniors), reflecting their changing needs and interests. Breakfast or a light tea is provided each session.

FEES		
Breakfast Club	<i>Includes a buffet style breakfast 7.30 – 8.45am Breakfast served until 8.20am</i>	£6.50
After School Club	<i>Includes an after school snack After school - 6.00pm</i>	£13.00
Late Collection		£6.50 per 15 mins
Emergency Bookings: <i>if staff ratios allow, we offer emergency cover where a genuine emergency has occurred.</i>		
Emergency Breakfast Fee		£8.25
Emergency After School Fee		£16.50

BOOKINGS

Upon receipt of registration form a letter to create your SCOpay account will be issued via email.

Bookings for Out of School Club are made in advance online up to 6.45am on the day of the session being taken.

We have a limit on places for Reception to Year 3 pupils.

Payments for provision can be made by card at the time of booking via the SCOpay website or alternatively fees can be paid via bank transfer, standing order, the government tax free childcare account and childcare voucher as well as cash or cheque via the drop off box in school. You must have a positive balance on your online account to be able to book provision so if you are paying by any other method than SCOpay please ensure that you allow time for payments to be processed by school prior to making any bookings, especially during the school holidays.

SECURITY PROCEDURES

Infants

The children are collected from the classroom by a play leader.

Children must be collected by an adult on their collection list. In the event of another adult being asked to collect your child, please inform a member of Out of School Club staff as soon as possible.

The doors into school are locked and only opened by staff when they have confirmed the identity of any visitors. Please help us to remain secure by ensuring that you close the door behind you as you enter or leave and enable only staff to allow entrance to the building.

Juniors

When walking between Eagley Infant School and Eagley Junior School, the staff/child ratio is 1:10

Children walk sensibly in twos with their play leader, following their agreed code of conduct, which is reinforced on a daily basis.

Junior club children meet outside the main entrance, where their play worker marks them off on their pick up list.

BEHAVIOUR AND CODE OF CONDUCT

Our children need to be able to relax and have fun in a safe and friendly atmosphere. The relationships between the children and adults are more casual than during the school day, and the adults are known by their first names. Despite this informality, there is still the expectation that the usual standards of behaviour and courtesy continue.

We always

- Show respect to staff members.
- Keep ourselves and others safe by behaving in a sensible manner.
- Are kind to each other and make sure that we include others in our play.
- Use good table manners and are polite.
- Take care of all equipment and our surroundings.

When we go out

- We stay with our group leader.
- We walk in twos quietly and sensibly.
- We listen to and respect members of staff.
- We follow road safety rules

RAISING CONCERNS

In the first instance, please speak to a member of our club management team who may be able to address your concerns. If the problem remains unresolved please make an appointment to see the head teacher. We find most problems can be resolved in this way, however if you are still dissatisfied there is a formal complaints procedure and details are available on request.

COMMUNICATION

We aim to ensure that our families are regularly informed about what is happening in and around school. We do this in a variety of ways.

- **Face-to-face** - Staff are usually available to talk to between 7.30 and 8.40am in the morning and from 2.30pm each afternoon.
- **Website** - information about school and OOSC policies etc. can be found at www.eagley-infant.bolton.sch.uk.
- **Email** - our club email is checked at frequent intervals during the school day. During holiday periods it is also checked regularly and is usually the most effective way of contacting school.
- **Texting Service** - short messages and reminders are sent to the priority mobile number for each pupil. These may be sent to all families or targeted for particular groups or individuals.
- **Telephone** - When staff are unable to answer, please leave a message on the answer phone and we will return your call as soon as possible.
- **Quick Drop** - a locked mailbox is located on the wall in the entrance hall opposite the office window. This is used for posting notes for staff, payments for trips, dinner money etc.

HEALTHY EATING

We cater for vegetarian and children with allergies.

Breakfast Club

Each morning the children are offered a selection of cereals, fruit, toast and a drink of milk or water. Breakfast is served until 8:20am

After School Club

At the end of the school day the children are given a snack to tide them over until their evening meal. This is prepared by the staff to the same high standards as our lunchtime provision.

EAGLEY OUT OF SCHOOL CLUB - TERMS AND CONDITIONS

- All communications to club must be made in writing, email or by telephone to a member of our team. We are unable to accept verbal messages from children.
- All children must be collected by a recognised person from their list and club must be informed of any changes from the norm.
- The final time for collection is **6.00pm**. Please note that there will be an excess charge of **£6.50** for any child collected after 6.00pm and £6.50 for each additional quarter hour.
- All forms must be completed and signed before attendance.
- In order to minimise the risk of infection to others, we follow the same exclusion periods for communicable diseases as school.