



eastbury  
primary  
school

## Eastbury Primary School



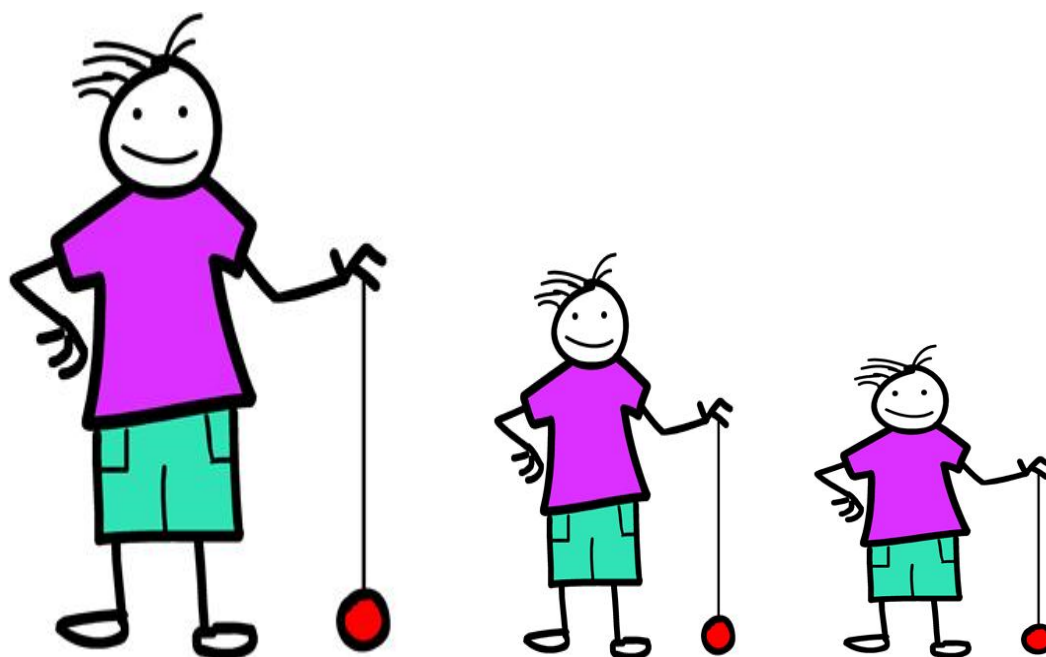
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### Eagles After School Provision Information Booklet

This information booklet is designed to inform parents about all they need to know about Eagles After School Provision and how to register their child in the Provision.

It includes:

- Aims & Objectives of Eagles After School Provision
- Terms and Conditions (School copy to be signed, dated and returned to school, parent copy to keep)
- General Information
- Registration Form – Health Allergy Disclaimer
- Registration Form
- Emergency Contact Form



## **Eastbury Primary School - Eagles After School Provision Terms and Conditions**

### **Aims & Objectives:**

We aim to provide a high quality After School Provision that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a Provision that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones. To be able to try out new activities, to relax, to have fun and enjoy.

### **Start Times**

Eagles After School Provision will run from 3.00pm at the end of the school day until 6.00pm, Monday to Friday, during term time. The Provision will not operate during School Inset days when the school is closed to pupils.

Children will be taken/sent to Eagles by their class teacher where they will be signed into Eagles After School Provision. If children are booked into Eagles After School Provision on a day when they participate in an after-school activity (eg: choir, athletics, karate, etc), they will be dismissed from the after school activity to the Eagles After School Provision.

Please arrive promptly to pick up your child as the school is locked at 6.00pm. You will be asked to sign your child out of the register at the close of the session. **It is important that you call the office if anyone other than you (the parent/carer) is collecting your child, in advance or your child will not be released until contact is made with the parent to clarify the collection.**

### **Light Snack**

A light snack will be provided by the Provision at the beginning of the session, Please refer to the menu (This is not replacement for an evening meal). Water will be freely available throughout the session.

### **At Eagles After School Provision we believe all children have the right to play**

Play is the basis to providing healthy development and the well-being of individuals. The Provision will provide a balanced structure of activities and play experiences.

### **Examples of Activities**

There will be a number of activities on offer during Eagles After School Provision; these activities will change on a daily basis and will be planned by Eagles After

School Provision Supervisor/Staff. Activities may include a chance to complete homework, quiet reading, outdoor play, creative play and collaborative games, amongst other opportunities.

### **Contact Numbers**

You can contact the school during school hours on the school telephone number: 0208 477 9910

Mobile number: 07432419941

### **Accident and Emergency Procedures**

If your child has a minor injury at Eagles After School Provision first aid will be administered by a staff member who holds a first aid certificate. This will be recorded in the first aid book and you will be notified on collection of your child at the end of the evening session.

If your child has a serious accident at Eagles After School Provision, we will endeavour to contact you as soon as possible. If emergency treatment is required one member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents are recorded in the first aid book

### **Sick Child Policy**

Parents must inform Eagles After School Provision Supervisor if your child has any known medical condition or health problem or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the Eagles After School Provision if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return.

### **Infectious & Communicable Diseases**

It is our policy to promote good health and hygiene for all children in our care. This includes monitoring the children for signs and symptoms of communicable diseases such as chickenpox, measles, rubella, diarrhoea, Covid-19, vomiting and fevers.

### **Parents Authority**

Parents authorise Eagles After School Provision to take all necessary action to safeguard and promote the welfare of the child.

### **Parental Support**

Parents are expected to give their support and encouragement to the aims of Eagles After School Provision and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

### **Loss of Property**

The Eagles After School Provision will not be liable for loss of property brought onto the premises by parents and/or children attending the Provision

## **Entry to Eastbury Primary School After School Provision (Eagles)**

### **Registration**

Once a registration form from the provision booklet has been completed and returned to the office your child will be registered to attend Eagles After School Provision, but your child will need to be booked on the session the week before.

### **Fees & Payment**

Notice of any changes to fees will be given in writing as soon as possible. Fees will not be returned for short term absences of one week or less. For longer term absences fees may be returned for sessions unattended, but this is at the discretion of the Headteacher.

Payments & Bookings must be paid **in advance, every Thursday by 12 Midnight** via ParentPay or the use of Childcare Vouchers. You will NOT be able to call up for a child to attend, after this time as ParentPay will be closed to ensure staff are booked for the correct ratio based on the number of children. If your child is **NOT** booked on the session they may be unable to attend and you will be called to discuss this.

If any debt is outstanding, on the 1<sup>st</sup> day you will be sent an email reminder and this will need to be paid by the next day before your child can attend another session. If this debt has still not been paid, the manager will then have a meeting with you to discuss how the debt will be cleared. **If fees still remain outstanding after these stages your child's place will be withdrawn.**

The fees are as follows:  
The cost of each session is £10

### **Arrangements for picking up children**

**All children must be picked up by 6.00pm.** If you are unable to pick your child up, you **must notify** the After School Provision supervisor (Mrs Kerr) on 07432419941 and say who you have nominated to pick up your child or that you will be late. A charge of **£1 per minute** will be applied in the event of a pick up after 6.00pm, to cover further cost additional staff cost. If a child is not picked up by 6.30pm and we have had no contact, and we have attempted to contact all persons on the registration form, we are required to contact Social Services, as this part of safeguarding.

### **Cancellation**

If parents do not wish their child to attend a session they must notify the office between the hours of 8am – 4:30pm.

Please note that fees will not be waived, as staff are arranged and booked in advance.

### Removal from the After School Provision

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the After School Provision Supervisor considers that the continued presence of the child is incompatible with the interests of the After School Provision. There would be no refund of fees in these circumstances.

### **Disclosures/Child Protection**

Eagles After School Provision Supervisor/Staff must be notified in writing immediately of any changes in contact details, collection details, family situations, or situations of risk in relation to the child for which any special precautions may be needed.

### **Confidentiality**

Parents agree to inform Eagles After School Provision Supervisor /Staff of any information necessary to safeguard or promote their child's welfare. Eagles After School Provision staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

### **Equal Treatment**

Similarities and differences are valued and respected and all children are treated equally. Eagles After School Provision will comply with the Special Educational Needs and Disability Act 2001 and within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

### **Discipline**

Parents hereby confirm that they accept the authority of Eagles After School Provision Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child. Eagles After School Provision will follow the Behaviour Policy of Eastbury Primary School which incorporates both anti-bullying and racial equality.

### **Photographs/video consent**

Eagles After School Provision Supervisor/Staff will use may take pictures/videos of your child which will be used in the school.

### **Severe Weather**

In the event of Eagles After School Provision's closure due to severe weather, parents will be contacted via the emergency telephone number provided.

### **Complaints**

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform Eagles After School Provision Supervisor/Staff immediately, following the school's Complaints Policy.

**(SCHOOL COPY - TO BE SIGNED, DATED AND RETURNED TO SCHOOL)**

Parent Name: .....

Date: .....

Child Name: .....

Class: .....

Parent Signature: .....

