



# Swifts Out of School Club

## Autumn Newsletter

Welcome back to the start of a brand new school year! How fast did the summer fly by? We hope you all had a great summer and it was great to see some of you at Schools OUT.

The staff working with us at Swifts are

- Manager- Michelle Presland
- Deputy Manager – Olie Cooke
- Playworker – Sophie Adams
- Playworker - Charlotte Johnson

Swifts staff are experienced, fun and proactive – we always put the children first, no task is too big!

What we aim to achieve;

- A safe & fun environment
- Promote learning & development
- Support the EYFS children
- Build relationships

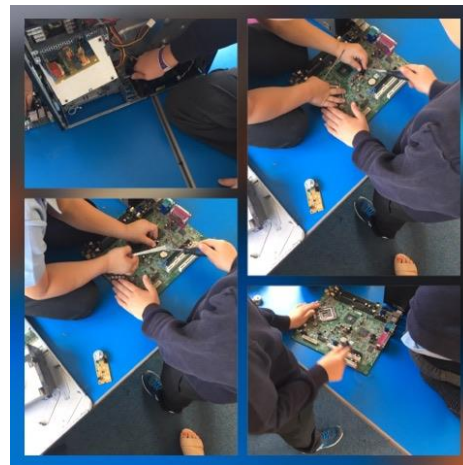
### New Room Layout

We have had a bit of a move around in Swifts we hope that you like it, we are hoping that it will provide more space for the children and that the doorway will now be easier to get in and out of. You will notice that office has now moved next to the Fire Exit, this door is still a fire exit and will not be used as an entrance.



### Loose Parts Play

We have started to introduce “loose parts” to Swifts. This type of initiative enables children to make their own choice and there are no limits to their imaginative possibilities! We are excited to see what things the children create and become involved with. If you have any suitable items we can add to our supplies such as milk bottle lids, screws, colanders, pegs, washers, even old computers we can dismantle etc, please bring these to the club when your children are next here – thank you.



## **Vacancies**

We are currently recruiting for an additional play worker to join our team hours would be 7.30am – 9am and 3pm-6pm Monday to Friday term time and hours are available and at our holiday club Schools OUT. The play worker must have a relevant childcare qualification and previous childcare experience. If you or someone you know is looking for work please contact Heidi [heidi@davidson-roberts.co.uk](mailto:heidi@davidson-roberts.co.uk)

For any queries regarding Swifts please contact us on 07841 867427

## **Attendance Policy**

Due to recent changes from OFSTED and an update to our company policy we must adhere to the following points:

- Parents/carers must inform the club if they are planning holidays so that we can record this on our register.
- If your child is sick or cannot attend the club for any other reason, please call us on the club phone number 07841 867427 as early as possible.
- If we do not hear from you within half an hour of when you are due to arrive at breakfast club the Manager or Deputy Manager will contact you to establish why your child is absent. In the after school club we require you to contact us either by phone, text or email to inform us, and all absences will be recorded appropriately.
- If we are concerned about the welfare of a child we reserve the right to contact the appropriate services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.

## **Changes to Times Booked**

If you need to change the times or days that you have booked please can you put this in writing or email to [info@switsclub.co.uk](mailto:info@switsclub.co.uk)

## **Fees**

Please can we remind you to pay fees promptly in order to avoid late payment charges.

## **Mobile Phones**

At Swifts we have a strict mobile phone policy. To ensure the safety and privacy of the children who attend our club, we do not allow mobile phones to be taken in to Swifts.

This applies to parents as well as staff and children who attend, and also includes devices such as tablets and iPads, or anything that has a camera facility on it. This is to ensure the privacy of the children in the club and also because we are unable to take responsibility for items such as these.

## **Internet Safety**

We are very aware that children of all ages can access the internet for a variety of reasons nowadays. We do spend time at Swifts talking to children about staying safe on the internet. If you would like more information, please visit

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety>

## **Social Media Policy**

It is company policy that our staff are not permitted to be friends with parents of children who attend our clubs on any social media platform. Please do not be offended if our staff decline your friend requests.

## **Lost Property**

There were a number of items left at Swifts at the end of term including a lot of water bottles we will keep these until the end of next week and then they will be disposed of, any clothing will be moved to the School lost property box at this time.

**Thank you for your support and we hope to see you soon.**