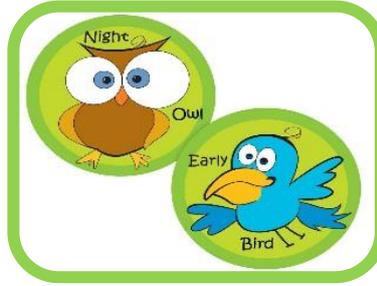


Tel: 01744 678390
Fax: 01744 678391
Email: newtonp@sthelens.org.uk
Web: www.newton.st-helens.sch.uk

Headteacher Mrs Chisnall



Newton-le-Willows Primary School
Sanderling Road
Newton-le-Willows
Merseyside
WA12 9UF

Nurture the Potential to Succeed

Welcome to Newton-le-Willows

Early Birds and Night Owls!

Thank you for considering Newton-le-Willow's 'Early Birds and Night Owls' for your childcare needs. We really hope you find the content of this prospectus useful and informative.

Our Before and After School Club, welcomes children from the age of 3 to 11 and offers a safe, secure and happy environment. We offer a child-centred approach where children are encouraged to develop their creativity, independence and self-confidence in secure surroundings, led by trained staff.

At 'Early Birds and Night Owls,' children can relax and have fun in a caring environment, encouraged by our staff to explore and learn about the world around them. You will find a wide range of appropriate learning materials and stimulating, high quality toys and activities both indoors and outdoors. Children are provided with variety in their day including fresh air, exercise, rest and play, all contributing positively to their physical, social, emotional and educational development. Surrounded by their peers, they can develop at their own pace and enthusiastically learn new skills.

We believe that our provision offers a very special experience, and we welcome visits from parents/carers who would like to find out more. Our contact details can be found at the end of this prospectus.

If you have any further questions, please contact the club manager, Mrs Hayward via the school email address: newtonp@sthelens.org.uk or alternatively please contact the school office on 01744 678390.

Yours sincerely

Mrs Chisnall
Headteacher

Mrs Mc Cormack
Deputy Head

Mr Brown
Assistant Head

Mr Ibbotson
Assistant Head

Mrs Branch
**Designated Safeguarding
Leader, Attendance Officer
& Pastoral Leader**

Miss Mercer
SENCO

Miss Dale
School Business Manager

Mrs Hayward
**Before and Afterschool
Club Manager**

MEET THE TEAM

We have a strong commitment to staff training. In addition to holding appropriate childcare qualifications, staff are trained in health and safety, first aid, child protection and special educational needs and are encouraged to extend, improve and update their training and qualifications to continue their professional development.

Before and After School Club Manager: Mrs Hayward

Early Bird Team

Mrs. Dixon

Mrs. Furbey

Mrs. Cartwright

Mrs. Joughin

Mrs. Frame

Night Owls Team

Mrs. Dixon

Mrs. Furbey

Mrs. Harper

Mrs. Cartwright

Miss Cafferty

Miss Evans

Miss Tarbuck

Mrs. Brewster

Miss Farell

ACTIVITIES

All of our activities focus on supporting children to learn through play. Children are encouraged to make their own choices within a structured environment.

Activities are tailored for individual children and are designed to encourage them to play independently and make their own choices. This could be arts and crafts such as: painting, collage, jewellery making, clay, sewing, cutting and sticking, drawing, cookery, construction, computing, sports and outside games and equipment, maths/literacy games or role play.

A TYPICAL 'EARLY BIRD AND NIGHT OWLS' SESSION

Early Birds

7.30 – 8.40am - Children arrive at club. They can take part in a planned activity or choose from our wide selection of free play activities. Breakfast is provided between 7.30 – 8.30am.

Night Owls

3.20/3.30pm – Children are collected from Nursery, Reception, KS1 and KS2 classrooms.

3.35- 4.00pm – Snack time.

4.00 – 6.00pm - Planned activities and free play.

HOURS AND FEES

'Early Birds and Night Owls' runs on a Monday to Friday **during term time.**

Early Birds	Night Owls
7.30 am – 8.50 am	3.15 pm – 6.00 pm
£5.50 (first child)	£7.50 (first child)
£4.50 (additional children)	£6.50 (additional children)

All sessions must be paid for at the time of booking using the 'School Money App'

ADMISSIONS

Children are eligible to attend 'Early Birds and Night Owls' once they are three. Parents are asked to complete all relevant registration forms and a contract prior to their child attending.

SAFE AND SECURE

Your child's safety and well-being is our paramount concern, and it is vital that parents feel confident they can leave their children in our care, knowing they are safe. Safeguarding and promoting children's welfare is a large part of our statutory responsibilities and covers most of the requirements of our registration with Ofsted. Our staff are all recruited with particular care and attention, references are fully investigated, and every member of staff undergoes enhanced criminal record bureau checks.

We ensure the safety and security of the premises and equipment by the following means:

- 'Early Birds and Night Owls' has a sign in/ sign out register system.
- Play areas inside and outside the building are safe, with fences and gates fully secured.
- Relevant risk assessments are in place and are reviewed as and when required.
- All equipment and toys are suitable and safe for the children, and all are checked regularly for breakages and faults.

MEDICINES

Please only ask our staff to administer medicines when it is essential. You will be asked to fill out a medicine administration form with the relevant information, if you require staff to administer medication. Please speak to a member of staff for more details.

REGISTRATION FORMS AND PAPERWORK

Please be aware that a place for your child can only be secured when all relevant registration forms/paperwork has been completed and passed onto Mrs Hayward, and all payments have been received.

FOR MORE INFORMATION

Parents are the primary educators of their children and should be centrally involved in their child's experiences and development. We work closely with parents to provide a level of care that meets the high standards you'd expect for your child.

We welcome parents' comments and consult on a regular basis about how 'Early Birds and Night Owls' is managed and the services we offer. We are always open to new ideas and welcome any parent/carer who would like to spend some time at 'Early Birds and Night Owls' or who can contribute by bringing their skills to broaden our activities. The staff at 'Early Birds and Night Owls,' who form part of our provision, are always willing to meet with you and discuss your child's progress or answer any questions you may have.

Effective communication means there is a two-way flow of information, knowledge and expertise between parents and staff. When you come to collect your child, your child's Key Worker will tell you all about his or her day, activities, or achievements.

FOR MORE INFORMATION

Please contact:

Mrs Hayward (Early Birds and Night Owl's Manager)

Newton-le-Willows Primary School

Sanderling Road

Newton-le-Willows

Merseyside

WA12 9UF

Via the school office on 01744 678390 or club phone on 07519808650

Via the school e-mail address: newtonp@sthelens.org.uk

