



Eagle Club

Rules and Procedures

St John's Church of England Primary School staff provide the Eagle Club before school from 7:45am and after school until 5:30pm. This is a chargeable activity and the current rates as agreed by the Governing Body are £5 per session before school, and £10 per session after school. The rates will be regularly reviewed in line with our Charging and Remissions policy.

Booking Procedure

For regular bookings, we would recommend that you complete the Annual Booking Form to secure your child's place for the whole year. You will receive an invoice to pay before or during the first week of each half term, unless alternative arrangements are made.

You can also complete an ad-hoc form for each half term, however, we cannot guarantee a space will be available.

For occasional bookings, please contact the school office at least 24 hours in advance to confirm if there is a space available. Payment will be requested at the time of booking, unless alternative arrangements are in place. If an emergency has occurred and you need your child to attend at short notice, please contact the school office on 01923 255017 to ensure that the message has been received and that a space is available, as well as sending in a completed booking form.

Drop off/Collection Procedure

Parents/Carers to drop off/collect the children via the front doors of the school and alert staff of their arrival by pressing the doorbell.

If you are unable to pick up at 5:30pm, due to exceptional and unforeseeable circumstances on any day, you must ensure that you contact the school and give the details of who will be collecting your child. Following our safeguarding procedures, we cannot hand your child to a person who you have not given us permission for.

Absences

Parents /carers must inform the school as soon as possible if their child(ren) will not be attending Eagle Club. Bookings can be cancelled with 1 weeks notice (7 calendar days) without incurring a charge.

If a child is sick, we will charge for the first two days of absence.

Uncollected Children

If a child is not collected by 5:30pm, the school will attempt to reach all of the contacts registered for the child in order of priority.

If we are still unable to reach any registered contact and no-one has contacted the school, at 6:15 pm, the school will contact the police and social services.

If a child is collected late, we reserve the right to charge a late fee to cover the costs of paying staff for additional hours at increased rates.