

**Thank you for choosing  
Bishopswood Schools Federation  
The Orchard**

OFSTED URN No: 116035 (Infants)  
OSFTED URN No: 116013 (Juniors)



**BISHOPSWOOD SCHOOLS  
FEDERATION**

**The Orchard**

Bishopswood Infant School  
Barlows Road  
Tadley  
Hampshire  
RG26 3NA

Tel :  
07359195760 **(The Orchard hours only)**

Email : [k.spillane@bishopswood-jun.hants.sch.uk](mailto:k.spillane@bishopswood-jun.hants.sch.uk)

We want to ensure that all parents and carers feel confident that their children are happy and well cared for in a safe, caring, familiar and friendly environment. We do this by providing continuation of care from school which include a wide range of activities and opportunities that will help to develop the children's social, physical and intellectual skills. Through continual praise and acknowledgement of positive behaviour, the children in our care are encouraged to continue to build their confidence and self-esteem.

#### **Staff**

All members of staff hold current DBS checks as well as completing training in many aspects of childcare including Safeguarding, Early Years, First Aid, Health & Safety and Food Hygiene.

#### **Equal Opportunities**

All children regardless of their gender, race, religion or disability are treated equally and we aim to promote a positive attitude towards all children and adults.

#### **Child Protection**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children in our care. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. Children have a right to feel secure and to be protected from harm.

All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm in accordance with the guidance. We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children. Whilst the school will work openly with parents as far as possible, the school reserves the right to contact children's social care or the police, without notifying parents if this is in the child's best interests.

#### **Behaviour and Discipline**

We promote high standards of behaviour at all times. Through our policies of reinforcing positive behaviour and attitudes, we encourage children to develop respect, compassion and care for the feelings of other people and property.

We try at all times to encourage self-discipline, developing the child's sense of social responsibility and giving opportunities to show good sense and judgement. We also ensure all adults are role models to the children; showing respect to others and our environment.

We would handle each situation individually depending on circumstances and a child may be asked to :

- Consider the feelings of others and think about what they have done;
- Show they are sorry;
- Be taken out of the activity for a short period of time;
- Be taken to a quiet area by a member of staff to calm down.

#### **At no time will bullying, fighting or abusive behaviour be tolerated.**

If a child demonstrates continuous disruptive unacceptable behaviour, parents will be informed whereupon we will work with the parents to try to resolve any issues.

We do reserve the right to refuse to accept a child for the session/s due to disruptive or unacceptable behaviour

Due to popularity and demand, please can all bookings be placed by the 15<sup>th</sup> of the month previous on the booking forms. These bookings will be placed on your child's Scopay account where payment can be made as soon as possible. If this is not feasible then payment will need to be paid by the 10<sup>th</sup> of the month.

#### **Fees :**

**Breakfast Club – 7.30am – 8.45am £7.00**

**After School Club – 3.30pm – 6.00pm £11.00**

Please note that fees are non-refundable but held as credit on your account. Any cancellations will not be refunded but held as credit on your account. Please allow **48 hours notice** for cancellations otherwise no moneys will be credited.

A substantial snack will be provided each day and a menu for the week can be seen on the club room door.

**Please ensure that you inform the school of any allergies or dietary requirements your child may have when completing the registration forms.**