

General information

Settling In

- Staff are aware of how starting at a new school or school for the first time can be very stressful, (for both children and parents). With this in mind we encourage parents to speak to their child's key worker who will be keeping a special eye on the children in their group and will be the person to talk to about how their child is settling in. Children will also have a 'buddy' appointed from our current children who are 'old hands' at Swallows!

Invoices and payments

- We find the safest way to deliver invoices and holiday club booking forms are via e-mail, please sign up for this if at all possible, otherwise these forms will normally be handed to parents in club. *There may be occasions where they are sent through your child's class teacher, so please check their bags!*
 - Please return cash /cheque payments to a member of staff during opening times if possible. Failing this we do have a tray in the school office.
- Please do not return payment through children's bags/ class teachers. We do accept childcare vouchers from a range of companies; please contact the Swallows administration office if you wish to pay by this method.

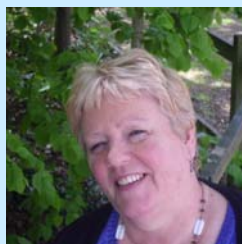
Important telephone numbers

- Should you need to speak to a member of staff during club opening hours the Sharmans Cross site mobile number is **07824419382**. The Streetsbrook site mobile number is **07867563742**. Both site mobiles are not monitored during school hours and therefore if you wish to book an ad hoc session please telephone the administration office on **0121 746 5600** *(please note if your call is not answered do not hang up, leave a message; this phone is monitored through the day and a member of staff will get back to you).*
- The Manager can be contacted directly on **07919 691 521** but if the call cannot be taken immediately please do leave a message and your call will be returned.

MEET THE SWALLOWS TEAM



Nickie Stead Administrator



Lyn Hoban Manager



Charlotte Burke Team Co-ordinator



Keith Parry Supervisor



Sarah Blatchford Playworker



Julie Cox Playworker



Laura Jones Playworker



Janette Hull – Principal Playworker



Jane Findon Playworker



Tina Brooker Playworker



Linda Taylor Playworker