



## ST. AUGUSTINE OF CANTERBURY CATHOLIC PRIMARY SCHOOL

### Breakfast & Evening Owl Club Policy

#### **Mission Statement**

"I called you by your name, you are mine." Isaiah 43

The mission of our school is to support and further the teachings of Christ and His Church.

We welcome and embrace individuals of all abilities and cultural backgrounds.

We aim to enhance and celebrate their moral, physical, social and emotional development, so that they may reach their full potential in an atmosphere of stability, care and respect.

We believe that education is for all and in partnership with parents, carers, children and the wider Catholic community: we will strive and succeed in a wholly inclusive setting.

This policy was adopted February 2018

The policy is to be reviewed February 2020

Written by: Nina May

## **Introduction**

The Breakfast Club and Evening owls Clubs are run by St Augustine of Canterbury Catholic Primary School and exists to provide high quality out-of-school hour's childcare for our parents.

It provides a range of stimulating and creative activities in a safe environment.

The clubs operate from **7.45am - 8.45am and from 3.30pm - 6.00pm** term time and current costs for each session can be obtained from the School Office or club staff.

A copy of this policy is available on the school website.

**Breakfast Club Manager: Sue Beal**

**Breakfast Club Assistants: Dan Fiveash and Jane Brooker**

**After School Club Manager: Julie Callender**

**After School Club Assistants: Sue Beal and Sue Back**

## **Admissions**

- Only children attending St Augustine of Canterbury Catholic Primary School are eligible to attend the clubs.
- All places are subject to availability.
- All parents must read this policy which is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

## **Arrival and Departure**

### **Arrival**

#### **Breakfast Club**

- Parents/Carers are required to bring their child directly to the Breakfast club via the external Hall door.
- Children will be escorted to their classrooms at 8.45am by the breakfast club staff.

#### **Evening Owl Club**

All children attending the Evening Owl Club will go directly to the school hall/Parish room with their belongings at the end of the school day.

## Departure

- When a child is collected at the end the session, *they must be signed out by a parent/carer or named collector* and the time recorded.

## Daily Routine

### Breakfast Club

- 7.45am - 8.45am parents bring their children to Breakfast Club situated in the Hall where a range of activities are set out.
- 8.00am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.35am tidy up time encouraging the children to take responsibility for the environment they are playing in.
- 8.45am children collect their coats and bags. Children are escorted to their appropriate classroom where they meet up with the rest of the children awaiting the start of school.

### Evening Owls Club

- 3.30pm children go to the Evening Owls club.
- 4:00pm children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors, until collected by parent/carer or named collector.
- 6:00pm All children must be collected by 6:00pm

## Behaviour

Whilst attending either Breakfast or Evening Owls Club children are expected to:

- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Follow instructions provided by members of Staff.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.
- Informing parents about individual achievements.

## Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behaviour.
- If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club may decide to exclude the child. The reasons and processes involved will be clearly explained to the child and their parent/carer.

## First Aid

- Accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider (paediatric First Aiders are Sue Beal, Julie Callender and Sue Back)
- Parents of any child who becomes unwell during Club will be contacted immediately.

## Uncollected children

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable Mrs Prestidge (Headteacher) will be informed, the police and Social Services will be informed.

A charge will be levied for late collection. A fee will be applied for late collection from 6.00pm onwards at £1 per minute per child.

## Safeguarding

St Augustine of Canterbury Catholic Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Parents and carers expect the school to provide a safe, secure and caring environment in which their children can flourish. To meet this expectation, our school implements a wide range of measures and policies, including the school's Safeguarding & Child Protection policy and Health & Safety policy.

**We ensure that:**

- The welfare of the child remains paramount.
- All children have the right to be protected from harm.
- All suspicions and allegations of abuse will be taken seriously and responded to immediately.
- All staff and volunteers working at the school have a responsibility to report concerns to the Designated Safeguarding Lead member of staff.

**Our Designated Safeguarding Lead:**

Mrs. L Prestidge (Headteacher)

**Our Deputy Designated Safeguarding Leads:**

Mrs C Burns (Deputy Headteacher)

Mrs A Liggins (SENCo)

**Our Governor responsible for Safeguarding is: Mrs K McIntyre**

**Payment of Fees**

It is a requirement of the club that parents pay their fees promptly.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

It is possible to pay fees via cash, cheque, childcare vouchers or BACS payment.

Procedures for payment of fees

- Payments can be made by cash or cheque payable to St Augustine of Canterbury Catholic Primary School to the Club staff or to the school office. Payment can also be made by Childcare vouchers or online directly to our bank account or via our Parentpay scheme.