



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.

Equality Statement

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at St. Augustine of Canterbury Catholic Primary School.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Next review February 2024

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 hours childcare for our parents and carers.

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 only. 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

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.
- [Booking and payment must be made through Parentmail prior to attending.](#)
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

COVID-19

The Breakfast and After School Clubs follow School COVID guidance and Control Measures. Breakfast Club and After School Club Risk Assessments can be found on our website.

Control measures:

- [Ensure good hygiene for everyone.](#)
- [Maintain appropriate cleaning regimes.](#)
- [Keep occupied spaces well ventilated.](#)
- [Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.](#)

If a child within the Breakfast or After School Club develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice

Arrival and Departure

Breakfast Club

- [Arrival 7.45am - 8am from the playground where a member of staff will lead the children into the school hall.](#)
- Children will be escorted to their classrooms at 8.45am by a member of Breakfast Club staff.

Evening Owl Club

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

Departure

- Parents and Carers ring the School mobile number ([0757028740](tel:0757028740)) when they arrive to the Security gate to collect their child. The children will be escorted out to their parent/carer by a member of the After School Club staff.
- When a child is collected at the end the session, they must be signed out with the name of the collector and the time recorded.

Daily Routine

Breakfast Club

- 7.45am - 8.00am children are collected by Breakfast Club staff from the playground and escorted to the hall to be registered. Children take their coats and bags to their classrooms.
- 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 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 from their classrooms.
- 4:00pm children will be offered a snack, children eat their snack on tables in the hall. 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 (see above for collection details) - there will be a charge for late collection (please see uncollected children for more information)

Food

The children are offered a selection of breakfast and after school snacks. Food is prepared by Breakfast Club and After School Club staff which adheres to Food Standards and Dietary and Allergen requirements. [Natasha's Law: allergen and food labelling requirements](#)
From 1 October 2021, all schools have a duty to list ingredients on food that's prepacked for direct sale (PPDS) on school premises. This covers food that is:

- Packaged at school, **and**
- In this packaging before it's selected or ordered by pupils or staff

This is outlined in the [Food Information \(Amendment\) \(England\) Regulations 2019](#).

Breakfast and After School Club do not package foods in school - children are given their food on plates, bowls or pre-packaged items such as yoghurts.

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 [prohibit](#) the child from attending. 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
- 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 a member of the Designated Safeguarding Lead Team (DSL) 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 and Child Protection policy, [KCSIE 2021](#) and Health & Safety policies.

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 through Parentmail](#).

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 childcare vouchers or BACS payment.

Procedures for payment of fees

- [Payments to be made through Parentmail](#). Payment can also be made by Childcare vouchers.