

# Breakfast and Owl Club Information Pack



The clubs have been set up to provide childcare before and after school. The clubs are child-centred, inclusive and provide a stimulating social environment for children from Acle Primary to start. The clubs promote healthy eating, providing breakfast for those children who attend in the morning and a snack tea for those attending after school.

The clubs are open to Acle Primary pupils only, from Reception to Year 6.

The clubs are managed by the school and run on a day-to-day basis by salaried staff. Our Breakfast club supervisors are Mrs Haynes and Mrs French. Mrs Haynes and Mrs French, along with Mrs Green, Mrs Belgrave-Lock and Mrs Hornagold, also run Owl club

Our staff members have considerable experience of working with Primary aged pupils and have the necessary qualifications to fulfil their roles. The maximum number of pupils at the clubs will be limited to 16 at any one session.

## Breakfast Club

### Opening times

*Breakfast Club* will run during term times only, from **7.45 am** to the start of the school day. Parents can drop off their children at any time until 8.30 am. We are based in the ICT suite.

### Cost

The cost of each session will be **£4** (breakfast is included in this cost, no reduction for siblings).

### How Breakfast Club will operate

A light **breakfast** will be served to all children arriving **before 8.30 a.m.** (Choice of cereals/toast muffins/teacakes/pancakes/crumpets etc / a drink). We regret that breakfast will not be available to those children arriving after 8.30 a.m. as the club leaders need time to clear up and organise activities for the children.

All children must be signed in to the club by the parent / carer on arrival. Please access the ICT suite via the Junior Playground (at the rear of the school); ring the bell or knock on the outside door of the room and a member of staff will let you and your child/ren in.

Reception pupils will be taken to their classes by one of the staff members at the end of the session, whilst KS1 and KS2 pupils will go on to the junior playground from 8.45am, where they will be supervised until they line up to go into school.

## Owl Club

### Opening times

Owl Club operates from **3.30 - 5pm** weekdays, during term time. We are based in the intervention room, though the pupils will also have supervised access to the school hall, kitchen, library and IT suite for certain activities, as well as our outdoor areas.

### Cost

The cost of each session for the first child is **£6**, and for each additional sibling **£5** (a snack tea is included in this cost).

### How Owl club will operate

We provide a **tea type snack**; we encourage children to participate in the preparation and clearing up of their snack tea. Fruit, water, milk and squash are also available to the children throughout the session. We use fresh ingredients and follow statutory guidelines.

Children are collected from their classes at the end of the day and taken to Owl Club.

When collecting children at the end of the session, please access Owl Club via the solarium doors beside the club base rather than via the main school entrance. Please press the doorbell and a staff member will let you in. Parents will need to come through to the club itself where they will need to sign their child(ren) out (unless prior parental permission has been given for an older child to make their own way home).

Children will only leave with the named adult recorded on the registration form unless the Club Administrator has been informed by the named adult that an alternative person will collect a child.

Parents are expected to pick their children up punctually, the latest collection time is 5pm. A late pick up charge will apply for collection after this time - £5 for every 15 minutes the parent is late, to cover wages of staff who will be required to remain with the child(ren) until they are collected.

**If there is an emergency, and you are unable to collect your children, please contact us on 07759 104365 and let us know the estimated time of arrival.**

## Activities

We offer a wide range of activities including; cookery, craft, board games, reading, imaginary play, construction, sport, IT based activities, study support, the opportunity to chill out and much more. During their time at the clubs the children will be able to make choices about what activities to do. There will be at least one adult led activity each day at Owl Club, which children can choose to take part in. These will sometimes be themed across a week, or planned to link with a curriculum focus or project.

## Booking a place for your child(ren)

Parents wishing to make use of the clubs should complete an initial registration form and use the booking form to indicate which sessions their child(ren) will be attending. Booking forms are available from outside the school office or can be downloaded from the school website. Booking forms should be returned to the school office/club administrator with advance payment (weekly, monthly or half termly). Payment can be made with cash or cheque (to Acle St Edmund Primary School) in a clearly named / labelled envelope. Alternatively, payment can be made online (please see the school office for details). Please make sure that payments are clearly marked for Owl Club or Breakfast Club.

Parents should contact the Club administrator, Mrs Haynes (or Mrs French) on 07759 104365 if any changes to reservations are to be made. It is very important that all bookings are taken in advance (at least 24 hours) so that we can adequately staff the clubs for the next day.

### **Absences**

If your child is absent for any reason, we regret that we are unable to refund any fees for the session(s) missed, unless adequate notice has been given to enable another child to fill the space.

### **Accidents and first aid**

Every precaution is taken to ensure the safety of the children at all times and the club is fully insured. There will be at least one first aid trained person at every session. We operate a first aid procedure and fire drills are carried out regularly.

Any accidents and/or treatment will be recorded in the accident book. The accident book will be reviewed in line with the school's medical policy.

### **Behaviour and discipline**

Staff will encourage an atmosphere of care and consideration between all members of the club, working within the school's behaviour policy and the Golden Rules, which all the children are familiar with.

Children are expected to respect each other, staff and visitors whilst at the club, and keep to the club code of conduct so that all the children enjoy their time after school. We are sure that this will be the case, but if a child is unable to behave appropriately on a regular basis, parents may be told that he/she can no longer attend.

### **Child protection**

The club works in partnership with parents / carers and respects confidentiality. However, the Children Act 1989 places a clear responsibility on childcare and education establishments to ensure they work together with other agencies to safeguard and promote the welfare of children. As a result, if concerns are raised with the club, they will be reported to Social Services. This is a legal requirement and is in line with Government and Local Authority policy.

### **Policies and Health & Safety**

Breakfast and Owl clubs are run as part of the overall management of the school and follow the school's policies and procedures as well as adopting ones specifically for Breakfast and Owl Clubs. A copy of these policies are available at your request.

### **Special needs**

The Owl Club staff will make every effort to accommodate and welcome any child with special needs. We work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

We will endeavour to accommodate all children of all ability: each case will be assessed individually and risk assessed to ensure everyone's safety.

### Help towards costs

As working parents you may be entitled to tax credits to contribute towards the cost of your childcare. Our reference number for this purpose is **121024**. Further information can be obtained from the Inland Revenue 0300 123 4097 or by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Generally speaking if you're a lone parent you must work for at least 16 hours a week to qualify and if you're part of a couple you and your partner must both work at least 16 hours.

Another option you can use to pay for the Breakfast and After School Club is through Childcare Vouchers. They need to be offered via your employer, but many large and small companies take part. Childcare vouchers enable you to pay for childcare out of your PRE-TAX and National Insurance income. Please contact your employer for further details. We are already registered with Kiddivouchers, Computershare and N W Brown & Co.

We are unable to offer a child a place if there is an outstanding payment owed.

### Parent / carer complaints

We hope that you and your child/ren will be pleased with all aspects of the clubs delivery. However, if you are unhappy about anything to do with the clubs you should raise the matter with the clubs leaders. If this is not possible you can speak to Mr Henery. We will do everything we can to resolve any difficulties. For further details please see the full Parents' Complaints Procedure, which is available from the school office or from the school website.

### Feedback

We welcome feedback. Please let us know your views!

If you would like any more information, please don't hesitate to contact us.

We hope your child/ren enjoy their time with us!

Appendix:

### **Breakfast and Owl Clubs Admissions Policy**

For allocation of places, but also acknowledging long term attendees' support of the clubs, the following criteria will be taken into consideration:

Regular term booking attendees will be given priority over those who use it less often, or on an ad hoc basis).

Places can be reserved in advance in order to secure placements although payment is required on booking. Children cannot be admitted to the clubs until the parent/carer formally registers them. Parents/carers are to provide completed forms for each child they register for the clubs.

Parents/carers must notify the school office or Mrs Haynes / Mrs French at the earliest opportunity if there are any changes to the child/ren's registration details so that the forms can be updated regularly.

If the clubs are oversubscribed a waiting list will be kept and administered by the school office staff and Mrs Haynes.

The Headteacher reserves the right to refuse admission to any child whose behaviour is, in our opinion, not in the best interest of the other children's health and safety. (This course of action would only be implemented once our agreed procedures for tackling behaviour problems have been exhausted – please see both the schools' and the clubs' behaviour policies / code of conduct.)

By booking places at the clubs, and completing and returning the registration forms, parents are confirming that they have read and understood the clubs policies and procedures and agree to abide by the terms and conditions of the clubs.