



Welbourne Primary Academy

Early Birds & Late Owls

Dear Parent/Carer,

Thank you for showing an interest in your child(ren) attending the Welbourne Breakfast & After School Club. This information pack contains everything you will need to know about the clubs. As well as registration documents which you will need to complete. Please return the completed registration forms direct to the school office.

The Breakfast and After School Club is part of Welbourne Primary Academy and we therefore follow the same policies.

Please visit the school website for further information, or alternatively you may contact us directly on the information provided below.

We look forward to receiving your registration forms.

Mrs Smith

Welbourne Out of School Club Supervisor
Welbourne Primary Academy
Goodwin Walk
Werrington
Peterborough PE4 6NR

Tel: 01733 576642 Mobile: 07783203529 (from 3.15pm)
Email: rsmith@wel.education

Arrival and Departure of Children

Breakfast Booked Session

Opens at 7:45am. Children will then be part of the breakfast walk in session until 8:45am and are then escorted to class by a member of staff.

Breakfast Walk in session

Opens at 8:15am and continues until 8:45am. Parents/Carers wishing to use this facility should ensure their child(ren) arrive no later than 8.30am. These times are strict, arrival after 8:30am children will be unable to enter.

Afternoon session

Commences at 3:00pm and closes at 5:45pm, but children can be collected at any time within this period.

Club Procedures – illness, accident or emergency

Staff at the club have taken great care in providing safe procedures should your child become ill or need emergency treatment whilst at the club. Most members of the team are qualified First Aiders and hold a current certificate. In the event of a minor injury taking place during club hours, i.e. grazes, bumps etc first aid will be administered. The **Accident book** will be completed and on collection of your child you will be informed of the incident. Should a more serious injury occur necessitating hospital treatment, then an ambulance will be called or your child will be transported to hospital and you will be informed.

Medicines

All prescribed medicines should be clearly labelled and handed to the school office. A consent form for administering medication **MUST** be completed, if any forms are completed incorrectly staff will **NOT** be able to administer medication. We will keep a record of medication given in the **Medicine Administration Log**.

Contact Information

It is extremely important that we have your correct contact numbers whilst your child is in our care. If your child is unwell whilst at the club, or in the event of an emergency we will need it to contact you immediately. It is also useful to have the name of another family member or friend as a standby in case we cannot contact you. **It is also essential that you provide a password on your child's registration form.**

Booking a place for your child

To apply for a place at either of the clubs, please complete the **Registration form** in this pack. This needs to be returned to the school office to allocate a place when available. Your child(ren) will be unable to start unless a registration form has been completed.

Allocation of places are on a first come first served basis. If the club is full a waiting list will be put in to operation.

Session	Time	Cost
Morning	7:45am start	£1.50 per session £7.50 per week
	8:15am start	Free of Charge
Afternoon	3:00pm - 5:45pm	£7 per session £35 per week
	3:00 - 4:00pm	£4 per session £20 per week

- Bookings should be made half termly or monthly through the attached timetable booking form for the use of the 7.45am breakfast start and the after school club.
- Further booking forms are available at the school office noticeboard.
- Fees are to be paid in advance, half termly or monthly (28th of each month) - in accordance with the booking form. If this date falls on a weekend, the first Monday will be deadline date.
- Receipts will be given for all fees on request.
- Cheques should be made payable to **Thomas Deacon Education Trust**.
- **There will be a charge of £1 per 5 minutes per child for lateness after the 4pm session & 5:45pm session.**
- Please contact the Supervisor or Mrs Guest if you are experiencing difficulty with payments.
- If fees are not received together with your booking form by the deadline date a place for your child will not be allocated, booking forms will be returned to parent/carer.
- Emergency/occasional use may be available - bookings **must** be made at the school office and payment should be made on collection.
- Notifications of your child not attending a session if booked in would be essential for safety and security - you will be charged for these sessions unless a week's notice has been provided.
- **If your child is absent due to an illness, you will not be charged for the session. However, you are expected to inform the school office for your account to receive a credit.**
- Records of payments and attendance will be kept by the school office.

Welbourne Primary Academy Early Birds and Late Owls Arrival and Collection of Children

Our club welcomes each child on arrival and ensures that they are escorted to classrooms after Early Birds and they safely arrive at Late Owls.

1. Arrival at Early Birds Breakfast Club

- 1.1 Children attending Early Birds Breakfast Club will be brought in by their parent/carer during the agreed booked sessions.
- 1.2 It is the responsibility of the parent/carer to ensure that their child has arrived safely at Early Birds and is escorted by themselves to the main hall entrance.
- 1.3 Each child is recorded on the day's register along with the time of their arrival by a member of staff.

2. Departure from Early Birds to Class

- 2.1 All pupils are escorted to their classrooms in school by Early Birds staff and handed over to the care of their class teacher.

3. Collection from Class to Late Owls After School Club

- 3.1 The class teacher checks the online register for children going to Late Owls and ensures these pupils are taken to the Late Owls After School Club room. Care is then transferred to Late Owls After School Club staff and each child is recorded on the daily register.

4. Collection from an after school club activity to Late Owls

- 4.1 Once the activity has finished the Adult running the club will ensure pupils are taken to Late Owls. Care is then transferred to Late Owls staff and each child is recorded on the register.

5. Departure of children from Late Owls

- 5.1 When a child is collected and leaves the Club they are to be signed out by the authorised person collecting the child and the time collected should also be recorded.
- 5.2 If the authorised parent/carer is unable to collect their child, they must inform the club which named adult will be collecting the child. Both the parent/carer telephoning and the person collecting the child will be asked the previously agreed personal password for the child. *It is therefore essential that we have a current password for your child.*
- 5.3 The club will reserve the right to ask for I.D. from an authorised person collecting a child.
- 5.4 Under no circumstances will a child be allowed to leave with anyone other than those named on the Registration Form, unless the parent has given instructions. If there are queries regarding this a member of school staff will contact the parent/carer to discuss the situation with them.
- 5.5 Late collection of a child after 4.00pm & 5.45pm will be recorded on the day's register and an additional charge of £1 per every five minutes per child will come into force.
- 5.6 If a child is not collected and the parent/carer is unable to be contacted, the other contact names on the child's Registration Form will be called to arrange for them to collect the child. If no one on the child's Registration Form is contactable then the Emergency Procedure for uncollected children will be put into effect by Late Owls Staff and Designated Child Protection Officer.

Welbourne Primary Academy Late Owls Uncollected Children Policy

Welbourne Primary Academy makes certain that all steps are undertaken to safeguard and promote every child's welfare. Late Owls After School Club will ensure that all children are collected by a parent or carer at the end of every session in accordance with the club's Arrivals and Collection of Children Policy. If a child is not collected and the parent or carer has not contacted the School, then the following procedures will come into operation:

Procedure Up to 6:00pm

All uncollected children are taken to the Reception Office and a member of Late Owls will try to contact the parent or carer using the contact details held on file.

When the parent or carer arrives they will be reminded that they must contact the School if they are going to be delayed. Please do not contact the school office as it is closed at this stage, contact should be made using the mobile number 07783203529. Message should never be left on the school message line as these will not be dealt with until the following morning.

The parent or carer will be informed that the penalty charge of a £1 for every five minutes late per child has come into force.

Two members of staff will remain with the child at all times.

Procedure between 6:00pm and 6:15pm

A member of Late Owls will continue to try to contact the parent or carer using the contact details held on file. If there is no response messages will be left on the phone. Staff will try to contact any other emergency contacts listed on the Registration forms.

When the parent or carer arrives they will be reminded that they must contact the School if they are going to be delayed. If the school office is closed at this stage, contact should be made using the mobile number provided above. Message should never be left on the school message line as these will not be dealt with until the following morning.

The parent or carer will be informed that the penalty charge of a £1 for every five minutes late has come into action.

Two members of staff will remain with the child at all times.

Procedure after 6:15pm

If parent or carer has not been contacted by this point the Head Teacher will be informed and if deemed appropriate will contact the local Social Care Team for advice.

The child will remain at school until care is transferred to a parent, carer or the Social Care Team. A note will be left on the Reception front door giving a contact number for the parent or carer to use and a message will be left on their phone explaining what actions have been taken.

Persistent Lateness

The Late Owls Supervisor will monitor cases of persistent lateness and will talk to parents or carers about this. If they collect their child late on three occasions they will receive a written warning. If lateness continues their child may lose their place at Late Owls. *If after three occasions, for safeguarding purposes this will be logged and social care may have to be contacted.*

Out of School Club Activities

The Club is run and part of Welbourne Primary Academy. All staff are appropriately qualified and have had DBS checks.

The Club is run on a reasonable ratio of adults to children. A First Aider will always be present at each session. All of these contribute to making a high standard of working practice.

All children are escorted to the After School Club room for each session. Access for parents to the activity room is through the side gates to the right of the school. Although we operate from the After School Club Room classroom we will also access the Reception Classroom, school hall, school field and garden, trim track and the community kitchen.

Activities

Varied activities are on offer each day with lots of opportunities to both learn AND have fun.

Activities include:

- Painting
- Craft
- Sewing
- Building
- Sports
- Computers
- Cooking
- Gardening - growing some of our own food to consume at After School Club.

Weather permitting, we may go outside:

- On the Key Stage 2 playground
- The trim track
- The grassed area outside the club room
- In the Reception class outside area.

Children take an active role in planning and helping to organise activities in the club and staff are always available to help with homework.

Food and drink

The club has a policy of encouraging children to eat healthily. However, this does not mean that if your child does not like what is on offer that they will go without. Alternatives will always be available within reason. Children are actively encouraged to contribute to menu choices and make healthy choices.

Breakfast

Breakfast is provided between 7.45am and 8.30am. This will consist of fresh fruit, cereal, toast, bagels, spreads and fruit juices, this may vary from day to day. We are currently sponsored by Magic Breakfast.

After school

During the afternoon session drinks and snacks will be offered. A small snack and drink will be offered at 3.15 pm consisting of fruit or cookies. A more substantial snack will be offered after 4.30pm. Water is available throughout the session.

Late Owls	
Snack on arrival	Fruit Cookies
Snack PM	Egg Pasta Baked Potatoes Sandwich Fruit Beans on toast Noodles Pizza Pitta pockets Toasties Soup

Behaviour

We follow the school's behaviour policy and actively encourage the children to:

- Do your best in everything you do
- Be thoughtful, kind and forgiving to those around you
- Show respect to adults in the club and listen to what they have to say
- Think before you speak and act
- Look after the room and equipment
- Help to tidy away
- Treat everyone's property with care
- Be calm and sensible when in the club room

We will always promote positive behaviour through encouragement, a willingness to listen and setting a good example.

Unacceptable behaviour will be dealt with in an understanding manner giving opportunity for explanation, reflection and apology. If a child's behaviour is persistently unacceptable, we will talk to parents and if necessary a place at the club may be withdrawn. Please see the school behavior policy for further information.

Child Protection

In accordance of principle 5 of the act, your photo will not be published on the internet without your consent

All information and records given to the club are treated confidentially but are open to inspection by OFSTED. It may be helpful for parents to know that we are required to report any obvious or suspected cases of child abuse - which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect the children at risk and we are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does not mean that we would risk upsetting the parents by reporting a case, which on investigation proves unfounded. In such cases it is hoped that parents appreciate how difficult it is for us to carry out this delicate responsibility, and accept that we would only act in what we believed to be the child's best interest.

Safety and Insurance Protection

The club staff are acting in "Loco parentis" which means they are required to show the same degree of care for the children as a responsible parent would show their own child.

The main door into the club will be locked during the breakfast and after school clubs hours, unless during warm days then the main gate will be locked to prevent access. With the fence surrounding the school it is now a very safe place for your child/children. Only known adults will be allowed entry unless prior notification is given.

A fire drill will be carried out with the children so they are aware of the procedure.

The children's safety is taken into account when planning all activities and all staff will be made aware of all risks and procedures. As with all clubs we are covered by liability insurance.

Registration

The registration form is valid for 1 academic year, or for the period of time your child attends this setting if shorter. All consents for images and recordings will have been recorded during your child's admission forms for school enrolment.

Child's Name..... Date of Birth.....

Address.....
.....

(1) Name of Parent/Carer..... Tele No

Address if differs from above.....
.....

Place of work..... Work Tele No.....

Parental Responsibility Yes/No
(please circle appropriate)

(2) Name of Parent/Carer..... Tele No.....

Address if differs from above.....
.....

Place of work..... Work Tele No.....

Parental Responsibility Yes/No
(please circle appropriate)

(3) Emergency Contact (other than parent/carer)

Name Tele No.....

Address.....
.....

Collection Password.....

Allergies/dietary requirements/Health problems.....
.....

Language Spoken at Home.....

Prescribed Medicines Only

PETERBOROUGH PRIMARY CARE TRUST - NHS
Child Health Department, Eastgate Ward, Memorial Wing
Peterborough District Hospital, Thorpe Road, Peterborough, PE3 6DA Tel: 874900

FOR USE BY SCHOOL

PARENTAL CONSENT FOR A CHILD TO RECEIVE MEDICATION IN SCHOOL

Name of Child:		Name of School:	
Date of Birth:		Year Group:	
Name of Parent/Carer:		Home Telephone Number:	
Work Telephone Number:		Emergency Contact No:	
Name of GP:		GP's Telephone Number:	

I consent to my child receiving the following medication:

- a) Time(s) & Dose
- b) Time(s) & Dose
- c) Time(s) & Dose

I undertake to ensure that the school has adequate supplies of the medication.

I undertake to ensure that the medication supplied by me and prescribed to my child's GP is correctly labelled, in date with storage instructions attached and that the school will be informed of any changes.

I understand that the medication will be administered by a qualified first aid professional.

I understand this will be reviewed annually.

Signed:

(Parent/Carer)

Date:

Emergency Medical Consent

In the event that my child is involved in a serious incident while at the club, I expect the Supervisor, or a delegated member of staff, to contact me immediately on my emergency contact number.

In the event that my child requires immediate medical treatment before I will be able to get to the hospital, I hereby authorise the Supervisor, or a delegated member of staff, to consent to emergency medical treatment or advice on my behalf.

I understand that this authorisation will remain valid unless I contact the Supervisor to withdraw it. NO treatment can be given unless this form is completed clearly and signed.

Name of child.....

Date of Birth.....

Doctors Name.....

Doctor's Address.....

Doctor's Telephone number.....

Any other relevant medical information (i.e.: Allergies, family medical history etc)

Parents/Carers Name.....

Address.....

Emergency Contact Number.....

Child's Medical Number.....

Signature of Parent/ Carer.....

Date.....

Advanced Timetable Booking

Breakfast Club

Month.....

Child's Name..... Class.....

	7.45am - 8.15am
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

(Children will then join the walk in session from 8.15am – 8.45am)

After School Club

Month.....

Child's Name..... Class.....

	Part Time (3:00pm to 4:00pm)	Full Time (3:00pm to 5.45pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

I understand that failure to confirm any changes which may occur to the above bookings. I may be charged for unused sessions.

Signature..... Date.....(Parent/Carer)