

**Dulwich Hamlet Educational Trust**  
**The Belham Primary School**

Earlybirds and Owls  
Guide to Procedures



Updated: December 2018

## **Introduction**

At the Belham Primary School, we know that many parents need extra care for their children before or after school hours. In response to demand and need, we provide up to 45 breakfast club (Earlybirds) places and up to 90 after school club (Owls) places.

## **Staff**

We employ our own staff rather than using outside contractors. These members of staff know the children well, having worked with them during the core day. We have a total of 10 staff members.

**Earlybirds staff:** Shellie Lucas (Earlybirds co-ordinator), Lottie Atkins, Schneeda Thorpe, Bintou Soumare

**Owls staff:** Lara Kolawole (Owls co-ordinator), Etienne Thompson, Rosemarie Gayle, Ope Oludairo, Angela Gayle, Bintou Soumare, Schneeda Thorpe, Luciana Ribaudo

## **Earlybirds**

Earlybirds runs from 7:45am to 8:40am and costs £4.00 per session. The session price includes a choice of healthy breakfast foods such as porridge, fresh fruit, cereals, and toast with toppings.

All children must be signed in using the register. This will be given to you by a member on staff on arrival. Please note we do not accept drop offs after 8:30am.

## **Owls**

Our after school club runs from 3:15pm (3:25pm Year 1 up) to 5:55pm and costs £10 per session. During the session, children will be provided with a light tea such as sandwiches, fishcakes, pasta, homemade pizzas and fresh fruit. Please check the website for the up-to-date Owls menu. Teatime is usually around 4:30pm. Activities will be provided that are age appropriate to your child and we will plan around the interests of the children. These may include art activities, indoor and outdoor play, reading, and puzzles. We are always mindful that children may be tired at the end of a busy school day, so provide a quieter environment for them to enjoy.

On arrival to pick up your child, please ring the buzzer on the Maxted Road gate (press number 2 for Owls). You will be let into the reception area where a staff member will greet you. All children must be signed out on the afternoon Owls register with your name and a time of collection.

## **Late Collection from Owls**

If you are running late, we ask that parents first try to arrange for an emergency contact to collect their child. Although a member of the senior leadership team will be available by phone, the importance of prompt and efficient contact arrangements cannot be over emphasised. If it is not possible to arrange for alternative collection, you must notify Owls staff that you will be late and give an estimate of your arrival time, by calling the office on **0208 353 4290** before 4:30pm or the out of hours Owls mobile number **07444 474 004** after 4:30pm. If no contact is made between home and school after a reasonable length of time, the school would act on local authority advice and contact social services. We would wish to avoid this by asking you to follow the rules.

Please make sure you collect your child by 5:55pm at the latest. Any late pick-ups will be recorded and a £10 fine will be charged to cover staffing costs. If there are three late pick-ups in a term, we

will be unable to provide further usage of the after school Owls service without a meeting with the Head of School to discuss next steps.

We understand that in exceptional circumstances, e.g. severe transport issues or a major incident, late collection may be unavoidable and prevent you from returning to Peckham. We would always ensure that your child's safety and wellbeing is of the utmost importance. To this end, we will take appropriate steps to ensure your child is looked after and comfortable such as providing them with further food and drink, and making contact with those additional contacts listed on the database. Please make sure the details of these additional adults are up-to-date. We will also use a common sense approach and contact other parents in the same class as your child, if necessary.

### **Behaviour**

Children are expected to follow the Belhamite values adhered to during the core day. Positive and caring behaviour will be expected at all times. When behaviour falls below our expectations, this will be shared with you by a member of staff and recorded on our school system. If a pupil behaves in such a way that puts their safety, or the safety of others, at risk, their place at Earlybirds or Owls may be withdrawn.

### **Registration**

All parents wishing to use the service must be registered. This will ensure that parents have agreed in advance to pay for the service and all relevant contact details are available.

### **Bookings and Payments**

The school office (**0208 353 4290**) is open from 8:30am to 4:30pm. Outside these hours, please use the Earlybirds and Owls mobile number **07444 474 004** to inform staff of any changes to arrangements.

Just before the end of each term, the Earlybirds and Owls booking form will be emailed to all parents. This needs to be completed and returned by email to [info@thebelhamprimaryschool.org.uk](mailto:info@thebelhamprimaryschool.org.uk), or by hand, as soon as possible, or by a date published by the office team.

All outstanding costs due for the current term will need to be paid before booking can be made for the following term. There will also be an email sent out individually with details of any outstanding payments that are owed.

An email will be sent out confirming all booking and the total cost of the following term's payment. This will be payable through Parentpay. We would request that an initial payment is made by the first day of term to secure your child's place. You can also pay by childcare vouchers. Please check with the office to confirm which childcare voucher we accept.

Sessions may also be booked on an ad hoc basis; however their availability cannot be guaranteed and payment will need to be made on the day the session was booked. We do not offer a drop in service. All bookings MUST be pre-registered and paid.

In the event that there are insufficient places to meet demand, we will prioritise those applications which were made on time. If demand still exceeds capacity, places will be allocated on a first come, first served basis.

### **Refunds**

A session will be refunded if your child is ill on that day. A session will also be refunded if we are given at least 24 hours' notice of cancellation (ideally by email). The total refund due to you will only be made once per term. For example, if your child has missed three Owls sessions due to illness, these will be logged on our system and the £30 will be refunded just before the end of term.

### **Risk Assessment**

The work and play areas used, materials and equipment will be risk assessed in line with the Belham Primary School's current Health and Safety policy.

### **Safeguarding**

All staff will hold enhanced DBS disclosures. In line with our Safeguarding policy, which can be read in full on the school website, a strict sign in/sign out entry system is in place at Earlybirds and Owls. Parents/carers must sign for each session, including the time in and time out. All visitors to the school are expected to read a summary of Safeguarding Best Practice/Code of Conduct which is available at the school office. All our procedures apply to children before, during and after the school day.