

Dulwich Hamlet Educational Trust
The Belham Primary School

Earlybirds and Owls
Guide to Procedures



Updated: September 2019

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 11 staff members.

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

Owls staff: Lara Kolawole (Owls co-ordinator), Savina Abbott (Owls co-ordinator), Angela Gayle, Abosedede Akangbe, Bintou Soumare, Schneeda Thorpe, Natalie Barnes, Muruvet Cuvalci, Nicole Gentle

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 **by their parents/carers** 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.

BOOKINGS AND PAYMENTS

Just before the end of each term, an e-mail will be sent to all parent/carers to inform them when bookings are open. All bookings must be made by using the Schools buddy system and will be on a first come, first serve basis.

50% of your total balance will be requested at time of booking and you will not be able to book without payment. The rest of your balance is to be paid by the second week we are back from half term. You will receive an email requesting payment the first week back. If no payment has been made, all sessions will then be cancelled. An email will be sent out confirming cancellations of your sessions.

If you are paying by childcare vouchers please let the office know with full details of your childcare provider; we can then add your details onto Schoolbuddy and this will allow you to book for the whole term without an upfront payment.

Pupil Premium children are charged a reduced rate of 50%.

All cancellations must be e-mailed to the school office with as much notice as possible as cancellations made on the day will not receive a refund. You will also receive a refund if your child is ill on that day.

Please make sure you cancel your child's session as this will open up the space for another child.

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 sessions are booked. We do not offer a drop in service. All bookings **MUST** be paid on that day.

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 refund is returned to your Schoolbuddy account, not your bank account and you will be able to use this for another service.

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 behaviour 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.

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.