



St Vincent's Catholic Primary School

Hammersmith Gardens, Houghton Regis, LU5 5RG

Telephone: 01582 862456

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Email: stvincents@cbc.beds.sch.uk

Website: www.stvincentshr.org

Head Teacher: Mrs K Armstrong

Arrivals and Collections from Early Bird's and Late Owl's Policy

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Arrivals and Collections from Early Bird's and Late Owl's Policy

Our club will give a warm and friendly welcome to each child on arrival and ensure that they depart safely at the end of each session.

Admissions

It is the responsibility of the school office and club Manager to ensure that an accurate record is kept of all children in the club, and that any arrival or departure to and from the premises is recorded in the register. The register will be kept in an accessible location on the premises at all times. This process will be supplemented by regular head counts during the duration of the club.

Records of daily registers should be kept by the club for at least one year. In line with the school's retention procedures.

Arrivals

The club is available from 7.50am, on arrival; the parent/carer will sign the attendance register to show that their child has arrived. Children will be escorted to their classroom.

Collections

If the child is to be collected by someone other than the parent/carer, this must be indicated to a member of staff and recorded before the start of the session.

No adult other than those named on the registration form will be allowed to leave the club with a child. In the event that someone else should arrive without prior knowledge, the club will telephone the parent/carer immediately.

If the parent/carer or alternative nominated adult is going to be late to collect their child, staff must be informed of this on arrival. If the designated adult is late in picking up their child without prior warning, the provisions of the Uncollected Children from Late Owl's policy will be activated.

Upon departure, the parent/carer will sign the attendance register to show that their child has left the premises. The time of departure will also be recorded.

Absences

If a child is going to be absent from a session, parent/carers must indicate this to the club in advance. Please email - l.sheanon@stvincentshr.org

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If a child is absent without explanation for more than three days concurrently, staff will inform a DSL / member of SLT.

Regular absences from the club could be an early sign and/or symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. The club and its staff will always try to discover the causes of prolonged and unexplained absences.

Escorting of children between the school, Early Bird's and Late Owl's or vice versa

The parent / carer of the child will be required to sign an agreement which will have the following guidelines:

Permission is given on the understanding that care of the child will be transferred to the club once the child has entered the school building and not before, It is the responsibility of the parents / carers to ensure the safe arrival of the child at the club.

The parent / carer provides the name of an adult (16 years or older) who will collect the child at the end of the club if using Late Owl's. (Unless written confirmation has been received that the child will be walking home alone.)

The Parent/Carer understands that if using the Early Bird's and Late Owl's the child, once leaving the school premises, is no longer the responsibility of the club.

General notes

The school office and club manager will ensure that an accurate register of all children who require escorting between locations is kept up to date.

Members of school staff will collect children from their class at the end of the school day and escort them to the Late Owl's.

If a child is absent from the club without prior warning, staff will check to see if they attended school that day – they will not simply accept the word of other children. If the whereabouts of the child is not clear, staff will immediately inform the designated contact at the school and the parents/carers.

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