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Growing in faith: loving and learning together with Jesus

Headteacher Mrs L Waldram, BSc (Hons) PGCE

St. Mary's Catholic Primary School St. Vincent's Catholic Primary School

EARLY BIRDS AND LATE OWLS CLUB

LOCATED AT:

Hammersmith Gardens, Houghton Regis,

Dunstable LU5 5RG

TELEPHONE: 01582 862456

EMAIL: esheanon@stvincentshr.org



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Welcome to St Vincent's Early Birds and Late Owls breakfast and afterschool club, this booklet is designed to provide information regarding the club however, if you wish to get more information please speak to Elizabeth Sheanon the club co-ordinator.

The club is open to all pupils from Reception Year, at St Vincent's Catholic Primary School, on a first come first served basis. Transfer between the clubs and school will be safe and supervised. The club will be a stress-free and comfortable environment with plenty of opportunities for both structured and free play for the children. They will be able to choose from a variety of different activities.

Opening times

The club will operate, term time only, between the following times:

Breakfast Club: 7.50am – 8.50am

After School Club: 3.20pm – 5.30pm

(Inset Days are not included in the Provision).

Registration

Anyone using the club must be registered before the child can come whether it is before or after school. In order to deviate from the original sessions requested, written requests should be emailed to the club co-ordinator – esheanon@stvincentshr.org who will then reply to you in writing.



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Opening times and Cost

Breakfast Club

£3.50, breakfast included.

7.50am – 8.50am

After School Club

£3.50, per hour, snack provided

Open from 3.20pm – 5.30pm

The sessions that we offer for your child(ren) are:

3.20-4.30*

4.30-5.30

*(first 10 minutes will not be charged)

Arrival and Collection

Children attending the Breakfast Club should be brought to and collected from the club door, you can access the school grounds via the main school gate, please announce yourself using our intercom system **no earlier than 7.50am** and breakfast will be served between 8.00 and 8.30am.

Information to acknowledge

Early Bird's and Late Owl's is a safe and stimulating environment in which your child will be well supervised and able to enjoy, the club will only operate during term time only. Please refer to our arrival and departure's policy, which outlines the procedures and financial penalties for late collection.



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Parents are reminded that children left in the care of the club are not the responsibility of St Vincent's Catholic Primary School and the club accepts no responsibility for children **not** collected at the end of the school day who are **not** attending the club

Payment and other information

Please note that payment is required in advance before the service can be used. All payments are made online through Parent mail and booking selections must be made one day in advance.

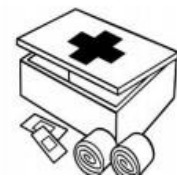
For the Early Bird's and Late Owl's club, bookings are for a minimum of one hour charged at £3.50 per hour. Please note that if a child does not attend for any reason, no refunds will be offered for cancellation, except in the case of illness lasting more than two days.

Cancellation

Refunds will not be offered but if the club should have to close due to unforeseen circumstances, such as snow or heating failure, credit notes will be issued.

Illness and medical related issues

Children who are ill should not attend the club. If a child becomes unwell during club hour's staff will call parents or a contact on the registration form, so arrangements can be made for the child to be collected. Any specific medical condition must be reported to the co-ordinator on the registration form, such as any allergies, staff/school office must be made aware when a diagnosis has been given.



Parents **must** sign an indemnity form authorising the administration of medicines required to the child. Staff will not administer non-prescription medication and children should not be in possession of them.



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Activities

A range of different activities will be planned each day for the children to take part in and will commonly include arts and crafts, sports and a range of different outdoor activities.

Snacks

Breakfast will be provided in the morning for your child these include toast, an array of cereals, orange juice, milk or water.

Snacks and beverages are also provided in the afternoon and follow the guidelines in place for healthy eating these includes fruit, vegetables, and a different snack each day.



Other information required:

We ask that all parents using St Vincent's Early Bird's and Late Owl's club help us run it in a smooth and well-organised manner. This can be achieved by following a few simple requests:

Please inform us if someone other than the persons named on the Registration Form will be collecting your child. We will not let your child be taken unless we have received this permission for another designated person to collect your child.



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Promoting Good Behaviour and Discipline

Our aim at St Vincent's is to provide a happy and secure environment for all. All pupils are encouraged to behave appropriately. Any behavioural matters will be brought to the attention of the parents by the Co-ordinator. If the problem cannot be resolved then the child may, at the discretion of the Coordinator and with the support of the team may be asked to leave the Club. Also it is noted that the club follows the same rules as the school's Promoting Good Behaviour and Discipline policy.

The use of mobile phones is prohibited on school site. Pupils who have mobile phones need to hand these to the club co-ordinator on arrival and these will be handed out at the end of the school or club if in attendance.

Certain procedures are in place to deal with this, for example your child may be given the relevant behaviour card:

Yellow – for internal monitoring

Green – as with yellow but the card is also taken home for a parent/guardian to sign.

Orange – used for a one-off incident and sent home for a parent/guardian to sign.

Red – used to inform parents that their child has been rude to a member of staff.

For more information on this please speak to a member of staff or full procedures can be found on the website so please do not hesitate to ask. We would kindly like to inform you that the same rules in the school also apply in the club.

We are committed to developing an anti-bullying culture whereby no bullying, including bullying between adults or adults and children, will be tolerated. As a school we take bullying very seriously.



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Complaints Procedure

We hope that the children and parents of St Vincent's Early Bird's and Late Owl's will never feel the need to complain about the provision. However, we do not live in an ideal world so if there is an occasion when you feel unfairly treated, or you have concerns for your child whilst at the club, there is a complaints procedure to follow.

Initially, most complaints could be dealt with informally with the club staff. They will do their best to resolve the issue or refer it to the club co-ordinator.

If you remain unhappy regarding the outcome of this, you should put your concerns in writing to Mrs Waldram, Head Teacher, St Vincent's Catholic Primary School, Hammersmith Gardens, Houghton Regis, Beds, LU5 5RG.

If you are still not satisfied, or if you feel the nature of your complaint means that it would be inappropriate to speak with staff members, you should put your concerns in writing to Mrs C Donohue, Chair of St Vincent's Catholic Primary School, Hammersmith Gardens, Houghton Regis, Beds, LU5 5RG. Your letter will be acknowledged immediately and your concerns investigated as soon as possible. If it is urgent then please ring the school office on 01582 862456.

At any time, you are also able to contact Ofsted as our regulatory body with any concerns or issues you may have. Ofsted can be contacted on <https://parentview.ofsted.gov.uk>

Further details of the complaints procedure can be found on our website in the Complaints Policy.



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Keeping Children Safe

St Alban Catholic Academies Trust is committed to safeguarding and promoting the welfare of all its children. We believe that:

- All children/young people have equal right to be protected from harm.
- Children/young people need support which matches their individual needs, including those who may have experienced abuse.
- All children/young people have the right to speak freely and voice their values and beliefs.
- All children/young people must be encouraged to respect each other's values and support each other.
- All children/young people have the right to be supported to meet their emotional, and social needs as well as their educational needs.
- Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours.
- All staff, volunteers and visitors have an important role to play in safeguarding children and protecting them from abuse.

St Alban Catholic Academies Trust will fulfil their local and national responsibilities as laid out in the following documents:

- Working Together to Safeguard Children (DfE 2018 – updated 2020)
- Keeping Children Safe in Education (DfE September 2021)
- The procedures of Luton Safeguarding Children Board
- The Children Act 1989 & Children Act 2004
- The Education Act 2002 s175 / s157
- What to do if you are worried a child is being abused (DfE, 2015)
- Mental Health and Behaviour in Schools (DfE, 2018)



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- Prevent Duty, Counter Terrorism and Security Act 2015
- Serious Crime Act 2015
- Sexting in Schools and Colleges: responding to incidents and safeguarding young people (UK Council for Child Internet Safety, 2016)

Equal Opportunities

St Vincent's Early Birds and Late Owls will strive to provide an atmosphere of mutual respect and support, recognising and celebrating the differences between individuals and families.

We will work in accordance with the relevant legislation:

Disability Discriminations Act

Race Relations Act

Sex Discrimination Act

Children's Act

Equality Act

Details of our SEND policy and Accessibility plan policy can be found on the school website.

A range of policy statements relating to the running of the club, covering areas such as Safeguarding, Health and Safety, Accident and Sickness Procedures, Fire, are available in the Club for parents to view upon request.

We are pleased that we can offer such quality provision for the children and parents of St Vincent's Catholic Primary School.

We hope you find this booklet informative and will choose to use our excellent facilities. If you do have any queries, do not hesitate to contact us, or if you prefer, call in and see us in action.



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