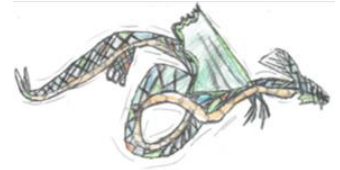
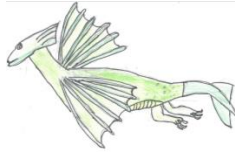


Boreham Primary School A Friendship School

'Daring to aim high, scale new heights, spread our wings and fly far'



Early Bird and Night Owl Club

Organisation

Early Bird Club is open Monday - Friday from 7:30am - 8:45am

Night Owl Club is open Monday - Friday from 3:10pm - 5pm

Both clubs are available for all children from Reception to Year 6.

During the current COVID-19 restrictions this club has been relocated temporarily into our main school hall so that we are able to ensure appropriate social distancing measures.

Parents/carers are asked to drop off and collect their children via the hall doors but please maintain an appropriate distance away from the staff running the club.

Early Bird Club

Parents/carers are responsible for informing the school of any dietary requirements using the booking form. The school also has a record of these.

A light breakfast of cereal, toast or crumpets will be provided.

After the children have eaten, they will have the opportunity to get involved in a number of activities. These include:

- Playing board games
- Lego or construction games
- Reading books
- Arts and crafts
- Drawing, puzzles
- I-Pad activities
- Table football / Indoor Archery
- Watching a film (U rated) on the large Interactive whiteboard screen.

Activities will vary from week to week and may be themed to match current calendar events such as Harvest, Christmas and Easter or children's particular interests. They will be involved in planning some of their activities.

At the end of the Early Bird session, the staff will dismiss the children to their respective classrooms.

Night Owl Club

Children will make their way straight into the hall from their classroom at the end of the school day.

The children will be offered a light snack and drink. Snacks may be beans on toast, toasted sandwiches, fruit, toast, savoury biscuits.

The activities in the evening will be the same as the morning.

Personal Possessions

Please ensure your child's personal belongings are clearly named as this helps to identify lost clothing. The club cannot be held responsible for lost or damaged clothing or possessions. Children are not permitted to bring in their own toys or belongings, as we cannot be held responsible for loss or damage. Please note though that children may not have mobile phones or devices with a camera facility - if any are brought in then these will be stored safely until school time or parent arrives. This is to safeguard all those at the setting. Again the club cannot be held responsible for loss or damage of any items brought in.

Behaviour

Our positive behaviour management policy will be followed to ensure consistency for the children at club and our school values and good learner statements will also be promoted at all times. The Headteacher reserves the right to stop any child attending this club if they persistently do not follow our positive behaviour management policy.

Booking

Children must be registered with the club by their parents/carers completing club registration forms and contract available from the school office

We would prefer that you book weekly or termly in advance unless otherwise arranged. However, if this is not possible, it is essential that pupils are booked into Early Bird and Night Owl by at least 3:30pm of the day before the session

required. Booking may be made by telephone/email or in person at the school office. All documents are available from the school office.

All information provided remains confidential. Any parent picking up their child after the finish time of 5pm will be charged at a rate of £4 per fifteen minutes they are late.

Fees and Payments

Early Bird 7:30am - 8:45am £6 per day Monday to Friday

Night Owl 3:10pm - 5pm £10 per day Monday to Friday

Fees can be paid by cash, cheques made payable to Boreham Primary School or Parentmail.

Safeguarding and Health and Safety

- In accordance with Safeguarding arrangements, all staff involved in the running of Early Bird and Night Owl, have current DBS clearance. These records are held in the school office.
- All club staff follow existing school policies and procedures for safeguarding, child protection and the code of conduct.
- Where ICT equipment is used, they also follow the schools e safety policy and procedures.

Medication

- All medication will be administered following the existing school policy.
- Allergy information should be updated regularly and staff have access to this.
- Medical information is kept in the school office. Allergies and other medical information provided by parents will also be on the registration form.

Refunds

Due to the need to pay and book places in advance so that levels of staffing can be organised and food purchased, we will be unable to offer a refund if a child does not attend. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

We look forward to welcoming your child to Early Bird and Night Owl.