

Preston Primary CE School

Early Birds Policy

Objectives

- To provide a secure, reliable and effective childcare option for parents and carers of children in the school.
- To provide a welcoming, safe and secure environment for pupils before the beginning of the school day.
- To provide pupils with engaging activities.

Organisation

Early Birds is open to all pupils attending Preston Primary School with a maximum of 12 places per session. It opens from 7.55am until the start of the school day. Bookings are made in advance via the School Office.

Early Birds is held in the school hall and library.

The children's personal details such as medical information and emergency contact details are kept in a folder in the School Office which is accessible to the two leaders.

It is the responsibility of parents or carers to ensure that the School Office is informed of any changes regarding contact details.

Use of Registers

The children attending each session will be shown on the Early Bird register. Parents or carers must sign next to their child's name on the register when they arrive at school.

The Early Bird Leaders will pass the register to the School Office at the end of each session.

In the case of an emergency where children have to be evacuated from the building, the register must accompany the leaders and the children checked against the register to ensure they are all present.

Staffing, Supervision and Safeguarding

The children are adequately supervised at all times.

The Early Bird sessions are led by two adults – the Early Bird Leaders.

The Headteacher / Deputy Headteacher are contactable on a daily basis in the event of queries or staffing issues.

Safeguarding is given a high priority and follows the school policy.

All Early Bird Leaders are DBS checked.

All Early Bird Leaders have had recent safeguarding training.

Each session will be led by at least one Early Bird Leader who holds a current first aid certificate.

Activities and Food

A range of activities will be offer to the children each morning. All resources necessary for these activities will be purchased through the school budget designated for such purchases.

Children will be asked to bring a breakfast snack with them to eat during the Early Bird session.

Behaviour

Children are expected to show a good standard of courtesy and behaviour at all times.

If there are concerns with behaviour, the Leaders will inform the Headteacher / Deputy Headteacher and parents will be contacted.

Exclusion from the Early Bird club will be the final sanction if all other possible strategies to improve behaviour are unsuccessful.

Pricing

The fee for each Early Bird session is £4.00. The fee covers the cost of staffing, administration and the resources needed for the activities provided.

It may be necessary to alter the fees from time to time; parents / carers will be given at least one months' notice if this happens.

Pupil Premium funding may, on occasion, be used to subsidise this facility for eligible children. This is decided on a case by case basis matched to a child' needs.

This club is run on a non-profit making basis.

Staff Absences and Emergencies

If an Early Bird Leader is unable to attend one of the sessions, they must inform both the Headteacher and Deputy Headteacher by text as soon as possible. They should also speak to either the Headteacher or Deputy Headteacher by telephone as soon as possible.

In the case of an emergency, the Headteacher or Deputy Headteacher should be telephoned immediately.

Fire Procedure

Children should exit the hall through the fire door that leads to the front of the school. The children should then walk to and assemble on the school field. The register is then taken.

The children remain on the field under the supervision of the Early Bird Leaders until they are told that it is safe to enter the building or other instruction is provided by the Headteacher / Deputy Headteacher / Fire Service.

First Aid and Medicine

If first aid or medicine is administered, this follows the school policy.

Date Policy Agreed:

Chair of Governors *Wanne P. Robertson*
RP. 24/2/2020
Headteacher *Page 24/2/2020*

