



Early Birds and Night Owls



At Seaford Primary School, we offer before and after childcare for children who attend our school, with a maximum intake of 35 children per session.

Our Breakfast Club, **Early Birds**, operates from 7.45am until 8.45am at a cost of £2.50 per child each session. If you wish to book a healthy breakfast for your child, it will be an additional cost of £1.00.

This must be strictly pre-booked and paid for at least 48hrs in advance, on ParentPay

Our after school club, **Night Owls**, operates from 3.30pm until 6.00pm at a cost of £6.50 per child each session. If you wish to book a healthy, light tea for your child, it will be an additional cost of £2.00.

This must be strictly pre-booked and paid for at least 48hrs in advance, on ParentPay

We are committed to providing good quality care, where the children feel happy, safe and secure. We aim to provide a range of interesting and enjoyable activities appropriate to the ages of the children, also promoting social interaction and respect between them while having fun!



Important Information



Times: **Early Birds** 7.45am - 8.45am
Night Owls 3.30pm - 6.00pm



School Telephone: 01323 893450



Manager: Sarah Mitchell



Early Birds and Night Owls staff



We would like to introduce to you all of the staff at Early Birds and Night Owls

As a team we are committed to ensuring that the children in our care, enjoy a safe, engaging and fun time with us



Sarah Mitchell
Manager



Carol Collinson
Night Owls



Charles Hayden
EB & NO



Sarah Kinloch
EB & NO



Van Nguyen
Night Owls

Rachel McWatters
EB & NO

Aims and Objectives

- ◆ To employ staff members who are suitably trained and committed to the safety and welfare of the children
- ◆ To undertake on-going staff training where appropriate
- ◆ To organise space and resources to meet the children's needs effectively and creatively
- ◆ To meet children's individual needs and promote emotional, physical, social and intellectual capabilities
- ◆ To ensure the premises are safe, secure and suitable for their purpose with proper precautions taken to prevent accidents
- ◆ To provide adequate space that is welcoming to the children
- ◆ To provide appropriated equipment, in suitable design and condition, which creates a safe and stimulating environment which conforms to safety standards
- ◆ To take appropriate measures toward promoting hygiene and limit the spread of germs
- ◆ To provide regular drinks, and a healthy snack.
Breakfast/Light tea if booked
- ◆ To promote the equality of opportunity and anti-discriminatory practice for all children
- ◆ To be aware of any special/additional needs some children may have and ensure that appropriate provision is made for any individuals
- ◆ To manage behaviour that promotes children's welfare and development
- ◆ To work in partnership with parents/carers to meet the needs of children individually and as a group. Develop good communication and share information
- ◆ To comply with ESCC Child Protection procedure and Safeguarding approved by the Area Child Protection Committee and ensure that all adults employed to work at the Clubs are able to put the procedures into practice.

The Golden Rules

At Early Birds and Night Owls we follow the **Golden** Rules that are set out and followed by all children and every member of staff

ALWAYS



Be gentle
Be kind and helpful
Work hard
Look after property
Listen to people
Be honest

NEVER



Hurt anyone
Hurt people's feelings
Waste your or other people's time
Waste or damage things
Interrupt
Hide the truth

We believe that these rules should be promoted in a positive way through example and reward.

Seaford Primary School Values

Perseverance
Respect
Ambition
Empathy
Enjoyment
Friendship

We will encourage children at all times to think before they act and take responsibility for their own actions.

Positive intervention scale

Positive verbal or non-verbal praise
Positive comments and other individual systems as appropriate
Drawing children's attention to behaviour

Sanctions

There are times when a child does not behave according to the **Golden** rules. In these cases we will follow the agreed sanctions. It will be the responsibility of all adults in the school to promote the **Golden** rule, but the sanctions will only be applied by those who are employed in the school and have had training. The sanctions are the same for the entire school

- 1) Loss of privilege
- 2) Time out/withdrawal

INTERVENTIONS FOLLOWING EXTREME BEHAVIOUR

- 3) Report to Head or Assistant Head (details entered on Pastoral Files)
- 4) Head or Assistant Head to contact parents/carers
- 5) Individual behaviour strategies - e.g. rewards for good behaviour, chart system
- 6) Pastoral Support Programme
- 7) Asked not to attend

Examples of extreme behaviour that could lead to direct move to point 7

Behaviour which puts anyone at risk e.g. violence
Refusal to do as an adult asks after repeated requests
Verbal abuse or rudeness
Racist comments
Serious cases of theft or vandalism

The role of the EBNO staff

- * It is the responsibility of all EBNO staff to ensure that all the **Golden** rules are enforced and that all children behave in a responsible manner at all times
- * The EBNO staff treat each child fairly, and enforce the **Golden** rules consistently. All children are treated with equal respect and understanding
- * If a child misbehaves repeatedly the EBNO staff member should keep a record of all such incidents in CPOMs. In the first instance, the EBNO staff member should deal with incidents in the normal matter. However, if misbehaviour continues, help and advice is sought from the manager, then the senior leadership (SLT)
- * The EBNO staff member liaises with SLT as necessary. The class teacher will contact a parent/carer if there are concerns about the behaviour or welfare of a child. This communication will be recorded in CPOMs and to SLT

The role of the Head Teacher

- * It is the responsibility of the head teacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy

- * It is also the responsibility of the head teacher to ensure the health, safety and welfare of all children in the school
- * The HT/SLT will liaise with other external agencies, as necessary, to support and guide the behaviour of each child. The HT/SLT may, for example, discuss the needs of a child with the education social worker or LEA behaviour support service
- * The HT/SLT supports the staff by implementing the policy, by setting the standards of behaviour, and by supporting staff in their implementation of the policy
- * The HT/SLT keeps records of all reported serious incidents of misbehaviour via CPOMS
- * The HT has the responsibility for giving fixed-term suspensions to individual children for serious acts of is behaviour. For repeated or very serious acts of anti-social behaviour, the HT may permanently exclude a child. These actions are taken only after the school governors have been notified

The role of parents/carers

- * The school collaborates actively with parents/carers, so that the children receive consistent messages about how to behave at home and at school
- * We explain the **Golden** rules in the school prospectus, and we expect parents/carers to read them and support them
- * We expect parents/carers to support their child in following the **Golden** rules. We try and build a supportive dialogue between the home and school. We inform parents/carers if we have concerns about their child's welfare or behaviour
- * If the school has to use reasonable sanctions to discipline a child, we expect parents/carers to support the actions of the school. If parents have any concerns about the way that their child has been treated, they should initially contact the EBNO member or manager, subsequently the HT. If the concern remains, they should contact the school governors, If these discussions cannot resolve the problem, a formal grievance or appeal process can be implemented

The role of the Governors

- * The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour and reviewing their effectiveness. The governors support the HT in adhering to these guidelines
- * The HT has the day-to-day authority to implement the school's policy on behaviour and discipline, but governors may give advice to the HT about particular disciplinary issues. The HT must take this into account when making decisions about behaviour

Seaford Primary School

Policy for Complaints

Introduction

- ∞ We strive to provide a good care for all our children. The HT and staff work hard to build positive relationships with all parents. However, the school is obliged to have procedures in place in-case there are complaints by parents or guardians. The following policy sets out the procedures that the school follows in such cases
- ∞ If any parents are unhappy with the care that their child is receiving, or have any concerns relating to the school, we encourage them to talk to the child's class teacher immediately
- ∞ We deal with all complaints in accordance with procedures laid down by the LEA. If the school itself cannot resolve a complaint, those concerned can refer the matter to the LEA
- ∞ All parents have the right, as a last resort, to appeal to the Secretary of State for Education, if they still feel that their complaint has not been properly addressed

Aims

- ∞ Our school aims to be fair, open and honest when dealing with any complaint. We give careful consideration to all complaints, and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding. In all cases we put the interests of the child above all else. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved

The Complaints Process

- ∞ If a parent/carer is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with the child's class teacher (or staff at our Out of School Clubs if the complaint specifically related to that). In our experience most matters of concern can be resolved positively in this way. All teachers and support staff work very hard to ensure that each child is happy at school, and is making good progress; they naturally want to know if there is a problem, so that they can take actions before it seriously affects the child's happiness and/or progress

- ∞ Where parents/carers feel that a situation has not be resolved through initial contact as at 3.1, or that their concern us if a sufficiently serious nature they should make an appointment to discuss it with the head teacher. The head teachers considers any such complaint very seriously, and investigates each case thoroughly. Most complaints are normally resolved by this stage
- ∞ Should any parents/carers have a complaint about the head teacher, they should first make an informal approach to one of the members of the governing body, who is obliged to investigate it. The governor in question will do all they can to resolve the issue thought a dialogue with the school, but if the parents are unhappy with the outcome, they can make a formal complaint, as outlined below.
- ∞ Only if an informal complaint fails to resolve should a formal complaint be made to the governing body. The complaint must be made in writing, stating the nature of the complaint, and how the school has handling it so far. The parent/carers should be send this written complaint to chair of governors
- ∞ The governing body must consider all written complaints within three weeks of receipt. It will arrange a meeting to discuss the complaint, and will invite the person making it to attend the meeting
- ∞ After hearing all the evidence, the governors will consider their decision and inform the parent in writing. The governors do all they can at this stage to resolve the complaint to the parent's/carers satisfaction
- ∞ If the complaint is not resolved, parent/carers may make representation to the LEA. Further information about the process is available from the school or from the LEA. A further meeting is chaired by an independent person, who considers all the evidence and makes a further judgement in an attempt to resolve the complaint.



EARLY BIRDS AND NIGHT OWLS TERMS AND CONDITIONS

Parents and carers must pre-book and pay in advance via ParentPay as there are limited spaces available. Sessions may be cancelled up to 48 hours in advance. However, if a session is booked and the child does not attend for any reason, including illness, we are unable to refund you.

- ◆ Parents and carers **must** let a member of EBNO or the Office staff know if their child is **not attending a pre-booked session**. There are limited spaces for children to attend our clubs, and at times there can be a waiting list for new children to join. **If you collect your child/ren from school or they are off sick, it is your responsibility to inform EBNO.**
- ◆ A password is required, there **will be** occasions that you will be asked for proof of identification and the password when collecting your child. This is a necessary precaution in the interest of safety for the children in our care. It is important that the authorised list of people collecting your child is current and dated. We will not release your child/ren into the care of an adult without a password. We require either a written letter or telephone call before the collection of your child if they are not noted on the authorised list. Only adults or children over 16 with suitable identification and a password will be allowed to collect children. It is your responsibility to inform us if you change your password at any time.
- ◆ If in the case of an emergency someone not on your authorised list is collecting your child, you must telephone the school office or EBNO number, and inform us ASAP. We will require a password. If we have not had this prior information, we will try and contact you. Be assured we will not release your child without your consent.
- ◆ Early Birds starts at 7:45am, all children attending **must be accompanied and signed into the session by the parent/carer**. No responsibility is accepted for any child that arrives before this time. Please do not drop your child off at the gates to walk in alone into Early Birds
- ◆ Night Owls sessions finishes at 6:00pm, and all children must be signed out by the parent/carer. Children will not be permitted to leave the Club without an adult to collect them. In the event that parents and carers are late due to unforeseen circumstances, you can contact Night Owls on **01323 893450** directly between 3:30 - 6:00pm



◆ If your child has not been collect by 6:00pm and no contact has been made from you, staff will attempt to contact you. If this is not successful, the staff will contact your emergency numbers. If your child has not been collected by 6:45pm, staff will follow the School Policy of contacting Social Services/Police.



