

**Red Oaks
Primary School**



**RED OAKS
PRIMARY SCHOOL**

**The Early Birds
Breakfast Club**

The Service

We provide a childcare service in the form of a breakfast club for the use of Red Oaks Primary School children. The club will run from 7-45am - 8-30am, Monday to Friday.

The club will run during term time (excluding Teacher Development Days and other school closures) and will provide places for 16 children.

Children attending the club will be supervised by trained members of staff.

Breakfast will be provided as part of the service up to 8.15am, but children may bring a packed breakfast if they so wish.

Children will be offered a range of activities including games, quiet reading activities and ICT.

Staff will ensure that children are either sent or taken to their classroom at 8-30am.



Legal Considerations

The club will be established under the working name of "The Early Birds Club". No other business operates under this name in the surrounding area.

As a school there will be regular Fire Service Inspections.

The full address of the club will be as follows:

The Early Birds Club
C/O Red Oaks Primary School
Redhouse Way
Swindon
SN25 2AN

A notice to this effect will be displayed on the premises.

The Early Birds Club will cater for children in the 4 - 11 years age range who attend Red Oaks Primary School.

The insurance cover includes:

- Public Liability Insurance (Indemnity £1,000,000)
- Employer's Liability Insurance (Unlimited Indemnity)
- Appropriate equipment insurance

All staff employed by the club will be required to be CRB police checked.



POLICIES

Equal Opportunities

Equal opportunities will be provided for all children regardless of gender, race, religion or special needs. In our school children will be encouraged to fulfil their potential intellectually, physically, socially, emotionally, morally and spiritually. We aim to produce well-rounded individuals who have the skills and positive attitude to maximise all opportunities presented to them, enabling them to enjoy life to the full.

Admissions Policy

The Club will be open to all children who attend Red Oaks Primary School. The age of admission will be from four to eleven years of age.

Parents must deliver their child/children to a member of The Early Birds Club staff each morning.

Health and Safety Policy

The Club will subscribe to the Health and Safety Policy of Red Oaks Primary School as follows:

It is our aim at Red Oaks to provide and maintain a safe, healthy and welcoming working environment for everyone using the school premises, whether it be staff, pupils, parents, visitors or contractors. We are a non-smoking school.

School security will always be of paramount importance.

While overall responsibility for Health and Safety within the school lies with the Local Authority, the implementation and monitoring of a Health and Safety Policy has been delegated to the Head and Governing Body.

General Policy Statement

It is the school's responsibility to assess and reduce risk factors as stated in our full Health and Safety Policy. A First Aider is always present in school.

Of course, the maintenance of a healthy and safe environment cannot be accomplished without the full co-operation of everyone who uses the buildings. We will each share a personal responsibility to ensure that we do nothing to endanger others, and that we co-operate fully with the objectives of this policy.

Security

School security has been of paramount importance in the design of the building for all uses; community and school. Access between the school and community facilities are controlled by staff use of door control panels.



Special Needs Policy

This policy is designed to ensure that everyone linked to the club is recognised as an individual with potential, who may have specific needs at certain times.

The Club will help individuals manage their needs and will:

- Where possible be flexible in its management style and practice
- Promote Special Needs in all staff development activities
- Increase awareness of coping strategies for different situations
- Be sensitive to changing needs and characteristics and take appropriate action
- Take reasonable steps to increase and/or adapt resources, equipment and facilities to overcome barriers
- Challenge all offensive behaviour and language in an appropriate way
- Take account of long term needs (e.g. permanent disability) when planning Club activities to ensure individuals are not excluded
- Monitor and review the effectiveness of this policy in:
 - Meeting the needs of individual Club members
 - Meeting the needs of any individual linked to the Club
 - Meeting the needs of the local community
- Evaluate the results of the review and take appropriate action

SPECIAL NEEDS COULD INCLUDE:

- Medical conditions
- Bullying at school
- Family group breakdown
- Bereavement
- Normal maturing processes
- Family commitments



Pricing Policy

The Early Birds Breakfast Club must be self-sufficient. The attendance fees are designed to cover all costs. This includes:

- Staffing
- Food
- Equipment and day to day running costs.

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.

Payment must be paid a week in advance via ParentPay.

A Parent Contract will be set up for each child attending. This will cover the following areas:

- Club details
- Child's details
- Name of person responsible for payment
- Details of sessions to be attended
- Review date of contract

Childcare prices

The breakfast club daily fee will be £3.00.



Behaviour Policy

Our Behaviour Policy will be broadly in line with the School Behaviour Policy, however the atmosphere in the Club will be more relaxed and informal.

We will aim to encourage children to:

- Develop respect, compassion and honesty in their relationships
- Develop positive attitudes towards gender, race, non violence and disability
- Develop humour, sympathy, sensitivity, tolerance, independence, self-esteem and co-operation
- Develop a partnership which involves parents in the life of the school
- Understand and make contributions towards preserving the physical environment
- Appreciate and value the multicultural society in which we live

Our Behaviour Policy will be based on a whole school approach to positive reinforcement and modelling of good behaviour.

The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Club. Good relationships between the staff and parents will be essential for this partnership to flourish. It will be the role of the professional to take the lead in developing such relationships. Children who refuse/cannot conform to an acceptable level of behaviour in the club setting will undergo a range of behaviour modification programmes, following full consultation with parents. Ultimately exclusion will be the final sanction from such provision when all possibly strategies have failed.

Summary

The Early Birds Breakfast Club will be fulfilling an essential function within the local community and school. Within this context we aim to provide:

- A stimulating, safe and caring environment in which children can relax, enjoy varied activities and have fun
- Parents/carers with high quality pre school childcare opportunities
- Equal opportunities for all children