



Early Birds Policy and Procedures at West Witney Primary School

Next review: September 2025

AIMS:

- To provide an affordable, early drop-off childcare facility for parents and carers.
- To provide a welcoming, safe, secure and calm environment for pupils before the beginning of the school day.
- To provide varied, suitable and structured activities for all age ranges to enable children to engage and learn with each other.
- To provide targeted families with the support of Early Birds (see Pupil Premium Grant)

PROCEDURES:

This provision is available for children from Reception to Year 6. It runs from 7:45a.m. to 8:45 a.m. Parents/carers need to drop their children off at the Edington Gate at either 7.45 am or 8.15am. The gate will be shut at times in between. The club will take place predominantly in The Hive and the area immediately outside The Hive. The Upper KS2 playground can be utilised and the Hall is available in the event of poor weather. Parents of Year 6 pupils who walk to Early Birds independently, must sign a letter stating that their child has their permission to walk to Early Birds but that Early Birds can only take responsibility for their child once they have been recorded on the register.

Children's details: Medical conditions, risk assessments including individual risk assessments, parents' contact details and emergency contact information is kept with the of the Early Birds Club.

Bookings: Bookings need to be in advance so that staffing can be planned appropriately. Booking needs to be completed using the school Gateway App. A message will be sent to remind parents before the end of the term. Places are confirmed once payment has been made.

Registration: Children are registered on arrival using a dedicated register in the event of a fire. Only staff members amend this.

All Early Birds information is kept in the school office outside club hours.

Parents and children will access the school via the Edington Gate. Early Birds parents must not access the staff car park if dropping their child off by car.

STAFFING:

Staffing will follow the ratio of 10 -12 children to 1 adult. If a staff member is going to be absent, they will ring the Headteacher by 7.00am or the night before, in order for a replacement to be arranged.

ACTIVITIES

There will be a range of activities available to take into account the interests and needs of the children. Children will be encouraged to play independently with the older children nurturing and looking out for the younger children.

Activities will include:

- A range of colouring and drawing activities e.g. Spirograph, stencils
- Books and comics
- Board games, jigsaws and construction activities
- A variety of games (bowling, dodgeball, curling, benchball, boules, volleyball, kingball, target, table tennis and twister) to be played in teams, groups or with a partner.

- And whenever possible children will have access to outside area and some of the outdoor play equipment.

The interests and ages of all children will be taken into consideration when choosing the activities.

BEHAVIOUR

All children will adhere to the expectations of behaviour as outlined in the school behaviour policy. Any child who does not behave according to these expectations may receive a temporary exclusion from attending Early Birds.

Where an additional behavioural need is known, a risk assessment will be completed and Early Birds staff will be informed so that they can manage the pupil appropriately.

SAFEGUARDING & HEALTH AND SAFETY

In accordance with our safeguarding policy and procedure, all staff involved in the running of Early Birds will hold a current DBS clearance and a Food Hygiene certificate. These records are held in the school office. Early Birds staff will follow existing school policies and procedures for safeguarding, child protection and code of conduct. A separate risk assessment will be completed for the Early Birds sessions for any extraordinary activities.

To reiterate, parents of Year 6 pupils who walk to Early Birds independently must sign a letter stating that their child has their permission to walk to Early Birds but that Early Birds can only take responsibility for their child once they have been recorded on the register.

CATERING IF REQUIRED:

All members of staff will hold a Food Hygiene Certificate. All regulations laid down by the Education (Nutritional Standards and Requirements for school Food) England (Amendment) Regulations 2011 are adhered to.

FIRE PROCEDURE:

In the event of a fire, children and staff will follow the normal school procedure, leaving the building in a calm and orderly way via the closest exit.

- All children will congregate in the school playground at the Fire Assembly point.
- The Early Bird Club will be taken out and there will be an initial headcount followed by a name check.
- There will be a fire drill three times a year.

COMMUNICATION WITH PARENTS:

Staff will communicate with parents and carers bringing children to the club on a daily basis but will only record messages if deemed absolutely necessary which will be passed on to relevant class teachers or the office.

Parents will be informed of any changes to times, procedures and venues.

MEDICATION:

If a child has an inhaler, a member of the Early Bird Club staff will ensure the medication is taken correctly. All other medication administered will follow the existing school policy.

Medical information is kept in the school office. Allergy and other medical information will be provided by parents, and will be on the registration forms.

Allergy information must be updated regularly and staff will have access to this information.

COSTS

£3:00 per session per child

Financial assistance is available for our disadvantaged and vulnerable children.

CANCELLATION:

The only cause for cancellation will be a school closure due to adverse weather conditions or problems with the building e.g. no heating or water supplies. During adverse weather conditions, school closure will be reported directly to each parent by text; it will also be on the website and local radio.

REFUNDS:

Due to the need to pay and book places in advance so that staff levels can be organised and refreshments provided, the school will be unable to offer a refund if a child does not attend.

COMPLAINTS:

All complaints will follow the school's complaints policy.

MONITORING AND EVALUATION

This policy will be reviewed annually by the Headteacher, Early Birds staff and Governors.