



OUR LADY OF LOURDES CATHOLIC
PRIMARY & NURSERY SCHOOL



SEPTEMBER 2019

OUR LADY OF LOURDES CATHOLIC PRIMARY & NURSERY SCHOOL



Our School Vision

"We want our school to be a safe, secure and exciting place to learn and grow in Christ.

A place where children, staff, families and governors work closely together to answer Christ's call."



Our School Mission Statement

Our Catholic school community works with a Christian purpose:

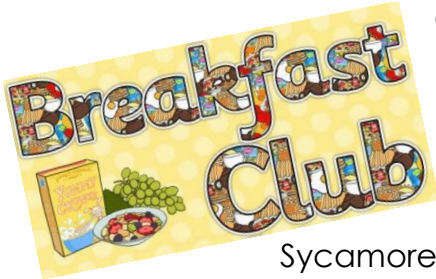
- To promote an enthusiasm for enjoyment of learning
- To provide a broad and well balanced curriculum
- To challenge children to reach their full potential
- To learn about God and his creation
- To answer Christ's call through our love for each other
- To foster in children independence and a sense of responsibility.





Our Breakfast & After School Club

GENERAL INFORMATION



Sycamore Suite.

Our Breakfast and After School Club provide care in a caring and stimulating environment for the children that attend our school and nursery.

The clubs are held on our school premises utilising the spaces that we have in school, primarily the Hall, the Library, our vast outdoor areas and the

The Clubs are governed by Our Catholic Primary & Nursery policies and procedures of the



Lady of Lourdes School and follow the school.

REGISTRATION (AFTER-SCHOOL CLUB)



All children need to be registered in the After School Club by completing a registration form. This form contains information regarding contact and medical details as well as providing permission for walks outside in the school grounds, to Church or even to Carnforth which we would always inform you about.

It is the responsibility of parents/carers to advise us of any changes and to ensure that we hold emergency contact details.

BOOKING FORM

Once we have your registration form we will also ask that you complete a Booking Form. Dates booked and attended will be invoiced monthly but payment in advance is preferred.

Please note that you are reserving your child's place and are liable to pay fees for all booked sessions; absence due to illness/holidays still need to be paid for unless 24 hours notice is given. Cancellations also need to be given 24 hours in advance.



OCCASIONAL PLACES

It may be possible to use After School Club occasionally as long as there is space available. This will need to be paid for on the day that the club is used.

FEES

£7 per session (3.30pm – 6pm)

£3 per hour

A slight discount will be applicable for more than one child. Please ask when booking a place.

PAYMENT OF FEES

Please make cheques payable to Our Lady of Lourdes Primary School. For all registered children fees are to be paid monthly in advance, accompanied by a booking form. Occasional bookings can be taken and require payment on the day.

Our fees will be reviewed every 6 months to ensure that we are giving value for money and a service that is required by our parents.

Any details about payment should be directed to Our Lady of Lourdes Catholic Primary School office.



HEALTH & SAFETY

Health & Safety is paramount at Our Lady of Lourdes Catholic Primary School and After School & Breakfast club follow the same policies and procedures that are reviewed annually. Regular risk assessments are carried out to ensure that staff and children are kept safe. We hold regular fire drills and staff and children know what action they need to take should a fire occur.

After School & Breakfast Club staff are trained in First Aid and our first aid box and accident book conform to Ofsted regulations. Parents will be notified of any accidents that occur whilst their children are at the clubs.

CHILD PROTECTION

Child Protection is very important at Our Lady of Lourdes Catholic Primary School and After School & Breakfast club follow the same policies and procedures that the school follows. Our named Designated Safeguarding Lead is Mrs Elizabeth Kendall and the Deputy is Mrs Alison Townley.



It is our duty to know and follow the necessary procedures for reporting any suspected abuse. All staff are aware of the signs and symptoms of all types of abuse and know the procedure to carry out in these circumstances.

EQUAL OPPORTUNITIES & INCLUSION

Our Lady of Lourdes Catholic Primary School prides itself on being an all-inclusive school that welcomes everyone and we are all precious in God's eyes.

After School & Breakfast Club follow the same principles and adhere to the policies around Equal Opportunities and Special Educational Needs.



OUR BREAKFAST & AFTER SCHOOL CLUB STAFF

All of our staff that in Breakfast and After School Club already work in our school and therefore know the children really well. This helps the children to feel at ease in both clubs. They are employed in accordance with OFSTED regulations which require Disclosure & Barring Service checks to be carried out.

BREAKFAST CLUB (Term Time only)	
Monday, Tuesday & Thursday	Mrs Jo Manning
Wednesday & Friday	Mrs Annie Atkinson



AFTER SCHOOL CLUB (Term Time only)
Ms Lisa Gallagher
Mrs Liz Kendall and other Staff available

The named Designated Safeguarding Lead for the clubs is Mrs Elizabeth Kendall (Headteacher) with Mrs Alison Townley as Deputy DSL.

The Health & Safety Officer is Mrs Elizabeth Kendall





WHAT WE DO AT BREAKFAST CLUB?

Breakfast Club is quite a flexible time as children arrive from 8am. We offer a selection of different foods for breakfast like:

- ✚ Toast;
- ✚ Pancakes;
- ✚ Bagels;
- ✚ Cereal – lots of different types
- ✚ Juice

Occasionally the breakfast staff will bring bacon for sandwiches, normally at Christmas or Easter time.



Each day will follow a similar routine/timetable:

8am	Registration & Setting the table
	Breakfast
	Activities
8.45am	Outdoor Play
8.55am	Line Up for the Start of the School Day

There are different activities (K-Nex, Lego, Books, iPads, Colouring etc) that the children can choose from during Breakfast Club and some of our older children love to help the teachers!

We aim to make Breakfast Club a calm and relaxing way to start the school day!





WHAT DO WE DO AT AFTER SCHOOL CLUB?

We aim to structure the sessions so that there is a mixture of different activities available. These can be practical hands on activities as well as having some time to just sit and relax with friends.

Each night will follow a similar routine/timetable:

3.30pm	Registration & Settling
3.45pm	Outdoor Play (Weather dependent)
4pm	Activities
4.30pm	Snack
4.45pm	Activities
6pm	After School Club Closes

The children will be able to choose from a selection of different activities.



Outdoor Play

Colouring & Drawing



Jigsaws &
Games



Reading

Watching TV



Lego building



Computer games

ARRIVAL & DEPARTURE

Both Breakfast and After-School Club have their own room which is situated next to the staff room in our school and the children can be dropped off from 8am at the staff room door (just off the car park). The children at After-School club can be collected from the same door. Please be mindful when using the car park for drop off or pick up that, this is the school car park and staff will be parking/parked here at these times.



The children will need to be signed out of After School Club by the person collecting them.

When a parent/carer or other adult identified on the registration form is unable to collect their child, staff must be informed beforehand, as the children will not be allowed to leave the premises with persons unknown.



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If a parent/carer nominates an unknown person to collect the child from us, we must be informed of the name of the person, their relationship to the parents or child and be given sufficient information to ensure that our security systems are not compromised. The use of the password on the Registration Form is a great way of making sure that we know that you have sent the person to collect your child.

All children **must be collected by 6pm.**

Please note a charge of £5 per 15 mins from 6pm will be added to your child's invoice if they are not collected by this time.

If your child is not collected by 6pm and the parent/carer has not informed the club of any delay we will phone all emergency numbers you have given us and then a decision about who to contact will be made by the Headteacher.

GOOD RELATIONSHIPS & WELLBEING

After School & Breakfast Club follow the Positive Behaviour Management policy of Our Lady of Lourdes Catholic Primary School. We take a positive approach to managing children's behaviour and lots of praise and encouragement is given to children for good behaviour that we will notify parents about.



However, we do reserve the right to send home any child if such action is deemed necessary or in the best interests of that child and other children.



Aggressive or abusive behaviour, physical or verbal, either to children or staff, is not tolerated. Children and adults must show respect for and make proper use of all property, equipment and premises whilst attending the clubs.

PARTNERSHIP WITH PARENTS

It is in the clubs' best interest to know the parents and children well, in order to give the best care and understand the family's needs. We recognise that the parents know their children best.

We will regularly ask you to update our Registration Forms and check the arrangements for collecting your children. It is the parent's responsibility to advise us of any changes. At the end of every day there is an opportunity to chat with staff or an appointment can be made if this is more convenient.



CONTACT DETAILS

Contact details for After School & Breakfast Club are:

Our Lady of Lourdes Catholic Primary & Nursery School
Kellet Road
Carnforth
Lancashire
LA5 9LS



Telephone: 01524 732289



Website: www.olol.lancs.sch.uk

