



Hook-with-Warsash Church of England Academy

Breakfast and After School care

HWW Larks and Owls Club

Agreement and Rules

Information for parents/carers

Breakfast and After School (Larks and Owls) Club at Hook with Warsash (HWW) C of E Academy provides a before and after school activity in a safe, happy environment in a new building next to the environmental room. This new facility is supervised and managed by professional, experienced staff and is open during term time only, Monday to Friday 7.30am to 8.50am and from 3.20 pm to 6.00pm. **On HWW Inset days this care facility will not be available.**

Children attending HWW Larks and Owls will be supervised at all times. The School accepts no responsibility for children on school premises outside of the normal school day that are not attending the Club.

Children eligible to join Larks and Owls Club must be existing pupils at HWW C of E Academy. The Club is not open to siblings who may be attending another local school and/or Pre-School. The Club is set up to provide high quality care in a relaxed, fun and secure environment. Nutritious food for breakfast and tea after school will be provided and healthy eating will be an important value of the Club.

Objectives of the Larks and Owls Club at HWW

- To provide high quality child care in a welcoming, safe and secure environment before and after school.
- To provide a healthy breakfast in the mornings and nutritious, tasty food after school.
- To help develop children's emotional literacy and social skills.
- To provide an affordable service for working parents.
- To employ caring staff.
- To provide fun, play based activities.

Breakfast Club (Larks) arrival arrangements

Parents should bring their children to The Cabin near the side of the Infant playground. On arrival, staff will sign in your child and once the session begins, a register of attendance will be taken. At the start of the school day, the children will be escorted to their classroom where a member of staff will welcome them.

After school Club (Owls) collection arrangements

Parents must collect their child from The Cabin next to the Infant playground by 6.00pm. A register of attendance will be taken at the start of the session and staff will sign out your child at the end of the day. The Club closes at 6pm and all children must be collected by this time. Children will only be released to an authorised adult contact listed on your child's registration form. In the event that any other adult will collect your child, you must contact us as soon as possible to inform them. Please

note, any adult collecting your child that is not listed as authorised on their registration form will be requested to provide staff with the password you will have noted for your child on registration. No child will be released to an unauthorised adult that cannot provide this password information. In the event that your child is not collected from after school club, staff will contact the 3 contact names provided on the registration form and then the safeguarding process will be followed.

Charges for late collection

If a child is collected late, a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the 3rd time the child is collected late. Payment will be requested on a half-termly basis and can be paid via Scopay – our online payment software, or payment can be made using childcare vouchers or a tax-free child account.

Notice for cancelling a session

There will be no refund for late drops offs or early pickups or absence due to illness or holidays. We kindly request that a months' notice is given if you require a refund for a cancellation.

Unfortunately, we are unable to refund for sessions without a months' notice due to planning for staffing and food requirements. Prices may be reassessed on an annual basis, in March ready for any changes in the following September.

Charges from September 2026 are:

£7.00 for Larks (before school club)

£14.50 for Owls (after school club)

Staffing and supervision

The children are supervised at all times and the ratio of staff to children will be 1:10 for the majority of the time. In the event of staff absence this may vary. 'Larks and Owls' staff are also staff members of HWW C of E Academy and have an enhanced DBS check. It is the responsibility of the parent to ensure that the child enters and leaves the school premises safely and is signed in and out of the Club at the start and end of the extended school day. Staff members will take a register of all children attending.

Safeguarding

The club operates under the same procedures as HWW C of E Academy with regard to safeguarding. A copy of the school's Child Protection policy can be found on the [school website](#).

Fire Procedure

Children should exit the Cabin/Environmental room and assemble on the junior playground in accordance with HWW C of E Academy Fire Safety Policy. A register will be taken.

Risk Assessment

Regular risk assessments will be carried out for HWW 'Larks and Owls' Club.

Refreshments

Larks Breakfast Club will provide a selection of refreshments for the children including Toast, Muffins, Fruit and Yoghurts. A healthy, filling snack will also be provided to any child attending 'Owls' After School Club. Water and milk will be available to drink at both sessions. The school will ensure

that all refreshments comply with “The Requirements for School Food Regulations 2014” (effective 1st January 2015). In addition, there will always be a member of staff on duty at the club that holds a current food hygiene certificate (level 2). The Club will also comply with environmental health food safety standards. It is the parents’ responsibility to report any food allergies on the Registration Form when joining ‘Larks and Owls’ and to ensure that this information is updated should circumstances change.

Positive Behaviour and Discipline

Children are expected to show a good standard of courtesy and behaviour at all times. The ‘Larks and Owls’ Club is part of HWW C of E Academy and as such children are expected to follow the same guidelines as documented in the [Behaviour and Anti Bullying Policy](#) which can be found on the school website. Any discipline issues will be brought to the parents’ attention by the supervisor. If the problem persists or is serious, then the behaviour may be referred to the Head teacher. If it cannot be resolved the child may, at the discretion of the governing body be asked to leave the ‘Larks and Owls’ Club.

Sicknesses, Accidents, First Aid and Emergencies

If a child becomes ill during a Club session, every attempt will be made to contact one of the people listed on the Registration Form, to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/legal guardian to advise or discuss with him/her the course of action to be taken. All accidents and emergencies will be entered in the Accident Log. ‘Larks and Owls’ operates under the same procedures as HWW C of E Academy with regard to First Aid, Sickness and Accident Reporting. All staff members are first aid trained with most staff trained in paediatric first aid.

PLEASE NOTE: The Club registration form contains an AUTHORISATION giving permission to transport your child to an A&E department if the parent/carer cannot be contacted in time. This action will be taken to gain appropriate medical treatment for your child. If you do not wish to give such authorisation please indicate on the registration form.

HWW C of E Academy ‘Larks and Owls’ CLUB CANNOT ACCEPT ANY CHILD TO ATTEND A CLUB SESSION UNLESS A COMPLETED SIGNED REGISTRATION FORM IS SUBMITTED BY THE PARENT/CARER TO THE SCHOOL OFFICE.

This agreement will be reviewed every year in March by the governing body and any changes effective from the following September.