

# Owls

Breakfast &  
After School Club



Hollins Grundy Primary School

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# Information

## Location

Hollins Grundy Primary School  
The Hags, Off Hollins Lane, Hollins, Bury, BL9 8AY

## Registered Provider

Karen Mercer-Brown (FDA Children and Young People Learning)

## Opening Times

The club is open 5 days a week, term time only.

### **Breakfast Club**

7.30am to 8.50am

### **After School Club**

3.30pm to 5.30pm

## Management Team

Miles Richardson

Julie Richardson

07801 042 080

Ofsted Inspected. Registration Number 316775

Member of Out of School Alliance.

# Mission Statement

## **Our club aims to:**

- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and co-operative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents/carers and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the school.
- Undergo regular monitoring and evaluation of our services to ensure that the club continues to meet the needs of children and parents/carers.

## **Our Club is committed to meeting the needs of parents and carers by:**

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

## **Our Club is committed to providing:**

- Care and activities that put the needs and safety of children first.
- A programme of activities that is interesting, educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

# About The Club

The Owls Club provides before and after school care for children at Hollins Grundy Primary School.

The club meets every morning and evening during term time and is run by staff who either work at the school during the day or who have very close links with the school. All staff are appropriately qualified, undergo regular training and are sensitive to the needs of children of all ages.

Children attending the club can take part in a wide variety of activities which vary from week to week and throughout the year depending on the season.

## Activities

Art . Collage  
Craft . Modelling  
Reading . Music  
Cookery . Construction

## Sports

Football . Cricket  
Skipping . Badminton  
Tennis . Team Games  
Rounders . Bowling

## Games

General Play . Toys . Dancing  
DVD's . Role Play . Dressing Up  
Board Games . Lego . Jigsaws & Puzzles  
Cosy Corner . Colouring . Competitions

And Lots More!



# Club Staff

<u>Name</u>	<u>Position</u>	<u>Qualifications</u>
Miles Richardson	Manager Designated Safeguarding Lead Fire Safety Officer Health & Safety Officer	ECT L3 Paediatric First Aid
Julie Richardson	Deputy Manager EYFS Co Ordinator Deputy Designated Safeguarding Lead	NVQ Level 3 Childcare Learning and Development. SENCO L3 Paediatric First Aid
Clair Dunphy	Playworker	Childcare Level 2 L3 Paediatric First Aid
Jane Clarkson	Playworker	
Dylan Clarkson	Playworker	
Kiera Dunphy	Playworker	
Leanne Güler	Supply Staff	Level 3 Diploma in Childcare and Education
Lynda Nixon	Supply Staff	Level 2 G/MOCN Childcare

All our staff have additional qualifications including First Aid, Food Hygiene & Safeguarding Children, Fire Marshall Training and Special Educational Needs.

# How To Book

All parents wishing their children to attend the club must complete a registration form with their child's details and the days they will be attending the club.

Forms can be obtained directly from Owls Club by telephone or text message.

Parents/Carers who book through our Shift System must do so by 5pm on Friday the week prior to attending. **Please note shift places are not guaranteed.**

If you wish to inform the club of a child's absence, please could you do so before 2pm via **text or voicemail** to the number below **NOT** via the school office. Please note fees for booked places will still apply.

Mr Richardson, the Owls Club manager can be contacted on:

**07801 042 080**

**[hollinsgrundyowlsclub@hotmail.com](mailto:hollinsgrundyowlsclub@hotmail.com)**

## Charges

**Morning Session (7.30am to 8.50am)**

**- £10.50 per session**

**Afternoon Session (3.30pm to 5.30pm)**

**- £12.25 per session**

- Fees are payable in advance, either weekly, monthly, or termly.
- Please pay via Bank Transfer
- **Santander Account Number 57981184 Sort Code 09 01 56**
- There is a £5.00 per week late payment charge for payment which is more than a week overdue.
- There is a late collection charge of £5.00 per 15minutes.



# Rules And Regulations

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It is our intention to provide a happy, safe and caring environment for your child/children and in doing so must ask that the following rules and regulations are observed.

1. All children must be registered with the club prior to using the facilities.
2. Parents/carers must ensure that their child/children report to a member of staff on arrival at the Breakfast Club.
3. If parents/carers are unable to collect their child/children, the club requires prior notification of the person authorised to do so on their behalf. Staff will require to see a form of identification and password. **Text/Ring Owls phone to make staff aware.**
4. Parents/carers must notify the club should a child/children be unable to attend or is absent from school. Please note fees will still apply.
5. Parents/carers must notify the club when their child/children are known to be infected with a contagious disease (i.e. measles, mumps etc.) whereupon a discretionary rule may be applied with regard to admittance.
6. All fees are payable weekly or termly in advance and are charged during periods of absence.
7. In order to permanently cancel a place, the club requires 4 weeks WRITTEN notice. We cannot guarantee the place will be available in the future as cancelled places will be filled from our waiting list.
8. In the event of a child's persistent, unacceptable behaviour parents/carers will be consulted to decide upon an appropriate course of action.

**POLICY STATEMENTS ARE AVAILABLE ON REQUEST**



