

Learning to live, living to learn



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Hartlip Endowed Church of England Primary School (Voluntary Aided)

Headteacher: Mrs. Tracey Jerome BEd (Hons)

Shine your light on the world. Matthew 5:16

After School Club at Hartlip Endowed CEP School

Night Owls

Night Owls is open every school day (unless otherwise advised) until 6pm

In the light of the current Covid 19 Pandemic, the following procedures are in place, which **MUST** be followed:

- Our Night Owls Supervisors are Miss Fleur White and Miss Georgia Donoghue
- Parents must complete a registration form for children to be admitted to Night Owls
- All care **MUST** be booked for in advance
- This is so children can be placed in appropriate Bubbles. These either match the children's classes or their sibling groupings
- Parents will have the choice of collecting at two stipulated times: 4.45pm or 5.45pm
- Should you find yourself requiring emergency care, please make contact with the office as soon as possible and by **3pm**
- We cannot guarantee that we will be able to provide this care for your child but we will do our very best

The cost is:

- 1) £6: 3.30pm – 4.45pm
- 2) £6: 4.30pm (following extra-curricular activities)
- 3) £10: 3.30pm – 5.45pm

Children will receive appropriate snacks. The choice is varied and menus change regularly. The menus will be shared with parents and be available on the website

Night Owls Organisation

Location

- Night Owls will be located in the hall
- The room will be divided in to Bubble areas
- Children will be assigned to appropriate Bubbles on booking.
- Bubble areas could be in accordance to class groupings or sibling groupings, depending on bookings
- Activities will be of a table top nature and an outdoor play.
- All tables will face forwards
- This is not an extension of school. We aim to provide activities of interest and leisure



- Children will be able to watch the television and enjoy remote games as well as having access to laptops

Safe eating

- Children will eat at their tables, forward facing
- Their snacks will be brought to them with accompanying cutlery and drinks
- Supervising adults making snacks will wear full PPE: apron, mask and gloves
- Tables will be cleared by the supervising adult
- All plates etc will be thoroughly cleaned in the dishwasher

Collecting Children

- Please arrive at your designated collection time
- Please report to the hall door and ring the bell
- Please be patient if you arrive before your designated collection time

Behaviour Expectations

- Children are expected to be polite and respectful at all times
- Children must not leave their assigned Bubble area
- Children must follow the rules that are clearly in place

Accepted Methods of Payment

- By cash or cheque (payable to KCC re Hartlip Endowed CE Primary School) in a sealed and named envelope, handed to a member of staff.
- Child Care Vouchers
- HM Government Tax-Free Childcare