Night Owls Policy and Guidance

Purpose

The Night Owls Afterschool Club at Carlyle Infant and Nursery Academy provides children with a safe, nurturing, and engaging environment at the end of the school day. The club offers two flexible sessions to support families:

Short session until 4:15pm
Longer session until 5:15pm, which includes a light snack for tea from a varied menu.

Children attending Night Owls are offered a programme of activities and events designed to support social development, creativity, and well-being in a relaxed and enjoyable setting.

Operational Guidelines

- In line with national wraparound childcare guidance, the Night Owls programme will:
- Provide a calm, inclusive, and welcoming environment where children can unwind after the school day.
- Offer structured activities alongside free play, encouraging creativity, cooperation, and exploration.
- Promote healthy eating habits by offering a balanced, varied menu at the longer session.
- Ensure smooth handover procedures between the school day and afterschool provision.

Eligibility and Charges

- Available to all children attending **Carlyle Infant and Nursery Academy**.
- Session charges apply and are communicated clearly to parents/carers at the point of booking.
- A minimum of **24 hours' notice** is required for cancellations to receive a refund. Cancellations made with less than 24 hours' notice will still be charged.
- Children must be collected promptly at the end of their booked session.
- A **late collection charge of £10 per 30 minutes (or part thereof)** will be applied.
- Parents/carers are responsible for ensuring the academy holds up-to-date emergency contact details and that nominated contacts are available if required.
- Where a child remains uncollected, staff will make every reasonable effort to contact parents/carers and all emergency contacts provided.

- If a child remains uncollected and the academy is unable to establish contact with a parent/carer or emergency contact, the academy will follow its safeguarding procedures, this may include seeking advice from or making a referral to **Children's Social Care** and/or contacting the **Police**, where appropriate, to ensure the child's safety and welfare.

Food Provision

For children staying until 5:15pm, a light snack will be served. The menu will be:

- Varied across the week to include a mix of carbohydrates, protein, fruit, and vegetables.
- In line with **School Food Standards**, ensuring food is healthy, balanced, and enjoyable.
- Catered to dietary requirements, with allergen information clearly provided.

Activities and Events
The Night Owls programme includes:

- Creative arts and crafts
- Games and group play
- Storytime and quiet activities
- Seasonal and themed events
- Opportunities for outdoor play, weather permitting

This variety ensures that all children can find something they enjoy, while also supporting social and emotional development.

Supervision and Safety
The programme is supervised by staff trained by Carlyle Infant and Nursery Academy, who are certified in Food Hygiene and trained in child safety. Additionally, a *Paediatric First Aider* will be on-site to ensure the health and safety of children during breakfast.

- Allergen Information: The Food Information Regulations 2014 will be followed to ensure that allergen information is clearly displayed for all food items, supporting children with food allergies.
- Child Protection and Safeguarding: The programme follows the Safeguarding and Welfare Requirements set out by the Early Years Foundation Stage (EYFS) statutory framework, ensuring that all children are safe, supported, and treated with respect.

Medical Considerations:
As outlined in the Children and Families Act 2014, the school will support pupils with medical conditions, including allergies, by ensuring all foods served are clearly labelled with allergen information. Schools have a duty to support children with specific dietary requirements, including those with medical conditions or allergies, as part of their responsibilities to safeguard children and promote inclusion.

Procurement of Food Produce:
The school ensures that food is sourced and delivered in a manner compliant with relevant public procurement legislation, following best practices from the National Wraparound Childcare Programme Handbook.
In ensuring food safety, all food suppliers will be required to have Food Business Operator registration, with regular inspections by Food Safety Officers, ensuring safe food handling practices.

Parental Engagement
To make sure Night Owls continues to meet the needs of families, the school places a strong emphasis on communication and feedback. Updates will be shared regularly through newsletters, the school website, and social media. Parents and carers will also be given opportunities to share their views through surveys and informal discussions. In addition, clear booking and payment systems are in place to make access to the club as straightforward as possible.

Children attending Night Owls are expected to behave respectfully and to cooperate with staff and their peers, helping to maintain a calm and positive atmosphere. Parents and carers should ensure that the school is kept informed of any changes to collection arrangements so that children's safety is never compromised. All children will be treated with care, respect, and dignity at all times, in keeping with the school's values.