



Extended School Policy

This policy replaces	April 2019
Date policy approved by Governing Body	March 2023
Date of next review	3 years or sooner, if necessary
Reviewer	Safeguarding Governors, Office Manager and SLT

School Principles

All Growing Together in God's Love

All our policies are built on our foundational aims which are summarised below

For children, staff and governors to be:

- Successful, engaged learners who are knowledgeable, skilled, enjoy learning, make strong progress and achieve
- Confident, articulate individuals who can lead safe, healthy and hopeful lives
- Responsible citizens who make a positive contribution to society
- outward facing; keen to serve our parents and our wider parish and community; all working together for the common good
- aspiring to 'live life in all its fullness' John 10.10
- inclusive; welcoming and cherishing everyone.

Building on our Christian values

Helpfulness and Relationships

Generosity and Thankfulness

Forgiveness and Compassion

Hope and Trust

Courage and Perseverance

Respect and Dignity

In line with the above aims and values, our extended provision provides children with the opportunity to:

- Build their knowledge and skills
- Experience new activities and challenges
- Develop new relationships with others

After School Provision

Cost

Session 1 [3.15 -4.30pm] £4.50

Session 2 [4.30 -5.30pm] £4.50

Payment

All places must be paid for in advance. All payment must be made using the ParentPay system unless there are exceptional circumstances, in which case cash payments are accepted under the same terms.

There is no charge for those children who are in receipt of pupil premium.

Bookings

Places at the After School Club need to be booked by 3.00pm of the preceding day.

Children can be booked in on a regular basis each week/term or on a more casual basis. There is no limit to the number of spaces – staffing will be revised based on numbers of pupils where necessary.

Refunds

In order to receive a refund, places must be cancelled by **emailing the club email address by 3.00pm on the day prior to club**. However, the office will be able to issue refunds in exceptional circumstances.

It is the responsibility of parents to cancel places if their child is on a trip.

Final registers are made at 3.00pm on the preceding day and all children on the register at this time will be charged.

Absences and Last Minute Cancellations

If places are cancelled at the last minute, it is the parent's responsibility to contact the school office so that the child's whereabouts is known. If a child is absent and the reason is unknown, the school will call the parents to establish where the child is and the reason for the absence. **This is an important safeguarding measure.**

Late Collection

If your booking is for Session one of After School Club and parents have not collected by 4.40pm, there will be charge for a double session [£9.00]. In other words, an additional £4.50.

If a child has not been collected by 5.30pm, an additional charge will be made. This will be £4.50 up to 5.45pm and a further £4.50 for every fifteen minutes after that.

These payments will need to be made before a child can attend the club again.

Procedure for registration and attendance of pupils

- Once club registration has closed for the day, a register of children is created by the school office and shared with staff.
- Teachers remind children of attendance at the end of the day. Any concerns regarding if a child is attending should be dealt with by the class teacher and referred to the Senior Leadership Team.
- Registers are taken at the club.

Missing Children

- NO club will start until all children are accounted for.
- If a child is missing, a member of the team will check with school office and teacher to establish the whereabouts of the child. If the child is still missing, an extensive search will be conducted and a phone call made to the parents /carers. If the child continues to be missing, then, in liaison with the parents/carers, the police will be informed and further action taken as directed.

Additional Children

If extra children are unexpectedly present, then the Club Leader will speak with the office staff to clarify the situation. If the child has not registered and there are NOT exceptional circumstances, the parent/carers will be called and asked to collect the child.

Behaviour

We aim for our club to have a friendly and relaxed atmosphere but the usual standards of behaviour, consistent with the school policy, are expected by all children. After School Club will provide an excellent environment in which our children will have to build new friendships and learn new skills.

Children and adults are expected to follow our school behaviour principles:

In our school, with God's help we:

- Respect ourselves, value others and our environment and show compassion in all we do
- Build strong relationships based on good manners, trust, generosity and forgiveness
- Follow instructions and always try our hardest even when we find things difficult
- Think carefully about the choices we make and try to be wise and courageous
- Will count our blessings and be grateful for the good things in our world and trust that as each day closes, we have been better people than we were the day before

If children do not behave in an acceptable way during the club sessions, parents will be informed of incidents of poor behaviour. If there is no improvement in behaviour after speaking to the parents and the child is jeopardising a 'safe and orderly' environment, the school reserves the right to internally exclude the child from an activity or in extreme circumstances, withdraw the child from the After School Club.

Supervision and Safety

During a sports activity, the leader will ensure that all children are wearing appropriate sports footwear, having removed all jewellery and tying up long hair. If it is a day when the child is not in PE kit, parents will be asked to send the child to school with appropriate footwear in their bag.

The After School Club Leader will ensure that all children leave the building safely as per the arrangements agreed with parents. Parents are to pick up children at the time of the club finishing.

- **A trained First Aider will be on school premises for the duration of the club session.**
- **Members of staff will have appropriate Food Hygiene qualifications.**
- **The DSL or a deputy DSL will be on the school premises for the duration of the club session.**

In case of fire, the school will follow its usual procedures. Club leaders will need to ensure they know the most appropriate fire exit routes. The Premises Officer will be on site during the duration of the club session.

Safeguarding

All Club Leaders and staff hold an enhanced DBS checked and are made aware of the School Safeguarding Policy and who they need to speak to if they have any concerns about children in their club.

Breakfast Club Provision

Cost - £4.50

Timings

7.30am – 8.45am

Children to be brought into the school hall.

In order for children to have breakfast, they must be at the club by 8am.

Payment

All places must be paid for in advance. All payment must be made using the ParentPay system unless there are exceptional circumstances in which case cash payments are excepted under the same terms.

Financial support is available for those children who are in receipt of pupil premium.

Bookings

Places at the Breakfast Club need to be booked by 3.00pm of the preceding day.

Children can be booked in on a regular basis each week/term or on a more casual basis.

There is no limit to the number of spaces – staffing will be revised based on numbers of pupils where necessary.

Absences and Refunds

In order to receive a refund, places must be cancelled by midnight on the preceding day on clubs@mha.learnat.uk. However, the office will be able to issue refunds in exceptional circumstances.

It is the responsibility of parents to cancel places if their child is on a trip or absent from school.

All children on the register on the day of the club will be charged.

Procedure for registration and attendance of pupils

- Registers are taken at Breakfast Club and any important information passed to the Club Leader. This will then be shared with class teachers.
- Children leave Breakfast Club at 8.45am and make their way to their classrooms. KS2 to walk through school alone. KS1 and EYFS to be escorted by a Club Leader.

Additional Children

If extra children are unexpectedly present, then the Club Leader will need to make a judgement call as to whether it is exceptional circumstances and the child can stay. If the child has not registered and there are NOT exceptional circumstances, the parent/carers will be asked to take the child home.

Behaviour

We aim for our club to have a friendly and relaxed atmosphere but the usual standards of behaviour, consistent with the school policy, are expected by all children. After school club will provide an excellent environment in which our children will have to build new friendships and learn new skills.

Children and adults are expected to follow our school behaviour principles:

In our school, with God's help we:

- Respect ourselves, value others and our environment and show compassion in all we do
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- Will count our blessings and be grateful for the good things in our world and trust that as each day closes, we have been better people than we were the day before

If children do not behave in an acceptable way during the club sessions, parents will be informed of incidents of poor behaviour. If there is no improvement in behaviour after speaking to the parents and the child is jeopardising a 'safe and orderly' environment, the school reserves the right to internally exclude the child from the session, or in extreme circumstances, withdraw the child from the Breakfast Club.

Supervision and Safety

The Breakfast Club Leader will ensure that all children leave the hall safely as per the arrangements, and make their way safely to their classrooms.

- **A trained First Aider will be on school premises for the duration of the club session.**
- **Members of staff will have appropriate Food Hygiene qualifications.**
- **The DSL or a deputy DSL will be on the school premises from 8.00am.**

In case of fire, the school will follow its usual procedures. Club leaders will need to ensure they know the most appropriate fire exit routes. The Premises Officer will be on site during the duration of the club session.

Safeguarding

All Club Leaders hold an enhanced DBS checked and are made aware of the School Safeguarding Policy and who they need to speak to if they have any concerns about children in their club.

This policy has been impact assessed by the Headteacher/SLT in order to ensure that it does not have an adverse effect on race, gender or disability equality.