



Extended School Policy

This policy replaces	November 2016
Date policy approved by Governing Body	April 2019
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] £4.00

Session 2 [4.30 -5.30pm] £4.00

Payment

All places must be paid for in advance. All payment must be made using SchoolComs Club 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 After School Club need to be booked by midnight of the preceding day.

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

We will allocate places on a first come –first served basis. Once the club is full, there will be no additional places offered.

Refunds

In order to receive a refund, places must be cancelled by **midnight on the preceding day**.

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

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

Absences and Last Minute Cancellations

Parents are requested to inform the club organiser and the school office in advance if their child is unable to attend one of the sessions.

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 concern.**

Late Collection

If your booking is for Session 1 of After School Club and parents have not collected by 4.40pm, there will be charged for a double session [£8.00].

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.

Cancellation of Sessions

Parents/carers will be notified, in advance, of any sessions that need to be cancelled.

If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will provide alternative cover but will advise parents/carers of the changes.

Should a session be cancelled at the last minute e.g. due to adverse weather conditions, the club leader will provide an alternative activity.

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 teachers.
- 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 Senior Leadership Team.
- Registers are taken at the club.

Missing Children

- NO club will start until all children are accounted for.
- If children are missing, a member of the team will check with school office and teacher to establish whereabouts of the child. If the children 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 withdraw the child from the After School Club.

Supervision and Safety

The Sports Club Leader will ensure that all children are wearing appropriate sports clothing and footwear, having removed all jewellery

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.

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**

First Child: £4.50

Additional Children £3.50

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 SchoolComs Club 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 midnight of the preceding day.

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

The Breakfast Club is limited to 50 children. Some days are busier than others and places are allocated on a first come, first served basis. If the club is full, your child will not be able to attend except in exceptional circumstances.

Absences and Refunds

In order to receive a refund, places must be cancelled by midnight on the preceding day on clubs@mha.learnat.uk.

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 Club Leader.
- 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

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

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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 withdraw the child from the After School Club.

Supervision and Safety

The Breakfast 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.

The DSL or a deputy DSL will be on the school premises from 7.45am.

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/SMT in order to ensure that it does not have an adverse effect on race, gender or disability equality.

