Name of policy: Extended School Policy

Version	Date	Approved by governors	Description
1	November 2022	22.11.22	Standardisation of existing terms and conditions into a policy

This policy is due for review on: <enter review date>

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Highwood Primary School

Breakfast & After School Club Policy

Introduction

The Breakfast & After School Club is run by Highwood Primary School and exists to provide high quality out-of-school hours childcare for our parent/guardians. It provides a range of stimulating and creative activities in a safe environment. The club operates from 7.45am – 8.50am and from 3.15pm - 6.00pm term time, (5pm on Fridays charged at the half session rate) and current costs for each session can be obtained from the Schools main Office. Half sessions until 4.30pm are available and full sessions to 6pm (5pm on Friday). A copy of this policy is provided to all parent/guardians of children attending Club and is also available on the school website.

Admissions

- Only children attending Highwood Primary School are eligible to attend Club.
- All places are subject to availability.
- This policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

Arrival and Departure

Breakfast Club

- Parent/guardians are required to bring their child directly to the club to sign them in. You should enter the club via the Breakfast club entrance, the staff will be alerted to your arrival when you press the doorbell situated on the fence.
- Children in years F1 to Year 3 will be taken to their class by the Breakfast club staff.
- Children in Years 4 to Year 6 will walk to their class through the school.

After School Club

Collection of children

- Nursery, Reception and Years 1 to Year 3 children will be escorted to the club by a member of classroom staff.

- Year 4 to Year 6 children walk to the club through the school.
- The club staff will take a register of all booked children and will liaise with the school office to determine any reason why a child is not accounted for.

Departure

- When a child is collected at the end of or during a session, they must be signed out by a parent/guardian or named collector and the time recorded.
- The parent/guardian or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents must inform School via the school office if their child is going to be absent from Club.

Daily Routine

Morning session

- 7.45am – 8.50am parents bring their children to Breakfast club situated in the Playroom where a range of activities are set out.
- Children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast. Breakfast is served up until 8.20am.
- 8.35am tidy up time encouraging the children to take responsibility for the Breakfast club environment.
- 8.45am children collect their coats and bags. Children in F1 to Year 3 are escorted to their class by Breakfast club staff. Children in Years 4 to Year 6 walk to their classrooms.

Afternoon session

- 3.15pm – children go to club. F1 to year 3 are escorted to the club, children in year 4-6 make their own way once released by the class teacher.
- 3.15pm – 3.30pm children will be offered a snack, staff members will sit with the children at this time. Children can then choose from a range of play and planned activities, both indoors and outdoors.
- 4.30pm – children booked for a full session will be served a light tea.

Behaviour

Whilst attending Club children are expected to:

- Use socially acceptable behaviour, in accordance with the School's Behaviour for Learning Policy.

- Respect one another, accepting differences of race, gender, ability, age and religion.
- Choose and participate in a variety of activities.
- Ask for help if needed.
- Enjoy their time at the Club.

Positive behaviour is encouraged by:

- Staff acting as positive role models.
- Praising appropriate behaviour.

Dealing with inappropriate behaviour:

- Challenging behaviour will be addressed in a calm, firm and positive manner.
- In the first instance, if necessary, the child will be temporarily removed from the activity.
- Staff will explain why the behaviour displayed is deemed inappropriate.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- Staff will consult with parent/guardians to formulate clear strategies for dealing with persistent inappropriate behaviour.

If after consultation with parent/guardians and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the School may decide to exclude the child from the club. The reasons and processes involved will be clearly explained to the child and their parent/guardian.

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parent/guardian's upon collection and signed by a member of staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parent/guardians of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

Missing or Uncollected children

Missing children

In the event that a child goes missing, the following procedure will be undertaken:

- Senior school staff will be informed of the missing child.
- Club supervisor will search the inside of the building and delegate an outside search of the building to another member of staff. If the child remains missing, the emergency services will be contacted.

Uncollected children

If a child has not been collected by 6.00pm (5pm on Friday), parent/guardians will be contacted in the first instance by telephone. The additional contacts that parent/guardians have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Services will be informed.

This charge will be added to the following month's invoice. The charge the full session if late for pick up at 4.30pm and £10 if after 6pm.

Payment of Fees

Bookings are made on a termly basis via a booking form which is available in the half term before the term that the bookings are required. You will receive a text once your bookings are confirmed.

It is a requirement of the club that parents pay their fees promptly, monthly in advance, and payment is due for all contracted sessions even if your child is unable to attend their booked session due to sickness.

Ad hoc sessions may be available and should be paid as soon as possible and in advance of the booking.

The parent/guardian signing the club booking form is known as the 'contracting parent/guardian' and is responsible for payment of all fees.

If a parent/guardian is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially.

Fees should be paid either via SCOPAY, National Savings or via Childcare vouchers.

Procedures for payment of fees

- Parent/guardians will receive a text with the amount owing for the month and the deadline for payment.

- Invoices and statements can be provided upon request to the School office.
- Please ensure you check your bookings are correct and notify school as soon as possible should you have any queries.
- Fees should be paid either via SCOPAY, National Savings direct payment or via Childcare vouchers.
- A receipt can be issued upon request to the School office.
- If payment is not received by the due date a further text will be sent requesting immediate payment. If payment is not made then an admin fee of £5 will be added to the account. If payment is still not paid, then this may result in a parent/guardian losing their childcare place.
- One weeks' notice must be given in writing to admin@highwood.wokingham.sch.uk to cancel any booked sessions.
- No refunds are given for sickness.
- In the event of absence refunds will not be made unless one week's notice has been given.
- In the event of a waiting list sessions may be sold to another child and in this case a refund may be given.

Related Whole School Policies:

- Child protection and Safeguarding policy
- Behaviour for Learning policy
- Equal opportunities policy
- Health and Safety