

Palace Wood Primary School

Extended Schools Policy



Written by	Lynne Emmerson
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This policy has been impact assessed by Clare Cairns in order to ensure that it does not have an adverse effect on race, gender or disability equality

Introduction

The Palace Wood Primary School Breakfast, After School and Holiday Clubs are run by Palace Wood Primary School and exist to provide high quality out-of-school hours' childcare for our parents. They provide a range of stimulating and creative activities in a safe environment.

The Breakfast Club operates from 7:30am-8:45am and the After School Club from 3:15pm-6:00pm term time only.

Breakfast Club costs £4 per session and After School Club costs £10 per session The Holiday Club operates from 8:00am until 5:00pm. Parents can book full day sessions, or can also book half day sessions for either the morning (8:00am until 1:00pm) or the afternoon (1:00pm until 5:00pm).

The Holiday Club will be open for specified days and weeks during October half term, February half term, Easter holidays, May half term and the Summer holidays.

Holiday Club costs £25 for full day sessions and £15 for half day sessions.

A copy of this policy is provided to all parents attending Club and is also available on the school website.

Admissions

- Only children attending Palace Wood Primary School or the Five Acre Wood Satellite classes are eligible to attend the clubs.
- All places are subject to availability.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of any newly registered children.
- Children's attendance is recorded in a register.

Bookings

Bookings for the Palace Wood Primary School Breakfast, After School club and Holiday club can only be made online via Schoolsuddy.

Payment of Fees

It is a requirement of the club that parents pay their fees in advance. Payment can only be made online via Schoolsuddy. Childcare vouchers can be used and can be applied to payment through Schoolsuddy.

If a parent is having trouble with the payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters in confidence and arrange for discussions to be conducted in private.

Cancellation

You will need to give 3 days' notice to cancel a session of breakfast or afterschool club. This is due to having already planned staffing and ordered food for meal times. If your child does not attend the club and 3 days' notice has not been given, you will still be charged.

If your child is off sick or becomes sick during the school day, then of course there will not be a charge. A credit will be applied to your account.

Arrival at Breakfast club

- Parents/carers are required to sign their child/children in to Breakfast club.
- Children will be escorted onto the relevant playground at 8:40am by staff.

After school club

- Children in Oaks will meet staff in Oaks Hall. They will then be walked to Acorns Hall once the Oaks register has been completed.
- Children in Acorns will make their way to Acorns Hall. The club staff will take a register of all children and will liaise with the class teacher/school office to determine the reason if a child is not accounted for.
- Children who attend an extra-curricular club will be taken to Acorns Hall to join the After School Club.

Departure

- We will not permit your child to be collected by anyone under the age of 16 years old (even if you have given permission).
- Children are to be collected from Acorns hall. Please alert staff of your presence.
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed and that it is kept fully up to date.
- Parents must inform the school office if their child is going to be absent from the club.

Daily Routine

Breakfast Club

- 7:30am – 8:40am: parents bring their children to Breakfast Club, situated in Acorns hall where a range of activities are set out.
- 8.35am: tidy up time encouraging the children to take responsibility for the school environment.
- 8.40am: children collect their coats and bags. Oaks children are escorted to the Oaks playground and sent to their classrooms from there. Key stage 1 children are taken to their classrooms for the start of school.

After school club

- 3.15pm: Children will make their way to After School Club in line with actions outlined above.
- 3.30pm: Children will engage in a planned activity.
- 4:30pm: Children will have a light snack (see menu, times may vary slightly.)
- 5:30pm: Children can choose from a range of play and planned activities.

Activities

A variety of play based, practical and craft activities is offered for the children to choose from and enjoy. In the warmer months, the children can also play outside. Children will all have an equal chance

to participate in all activities and experience a variety of activities during their time in Breakfast and After School club.

If your child wants to complete any homework they may have during the Breakfast and/or After School Club session they are attending, we will facilitate this, however, club staff will supervise and play with all children equally rather than providing one to one support.

Behaviour Policy

Palace Wood Primary School recognises the importance of using effective behaviour management strategies and promotes children's welfare and enjoyment. Working in partnership with parents, we aim to manage behaviour using clear, consistent and positive strategies.

Whilst attending Palace Wood Breakfast and After School Club children are expected to:

- Adhere to the School's behaviour policy, as they would during the school day.
- Use socially acceptable behaviour.
- Respect one another, accepting differences of race, gender, ability, age and religion.
- Develop their independence by maintaining self-discipline.
- Choose and participate in a variety of activities.
- Ask for help if needed.

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

First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer 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.
- Parents of any children who become unwell during the club will be contacted immediately.

If child is sent home during school hours, the club will be informed of their absence.

Uncollected children

If a child has not been collected by 6pm, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in a second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

Please contact the After School club directly on 07951 379 124 if you are likely to be late or are having difficulties collecting your child/children.

A charge will be levied for late collection. A fee will be charged for late collection from 6.00pm onwards at £10 for every 15 minutes late per child. This charge will be added to your account.

Late collection for normal school hours

If you think that you are going to be late to pick up your child, you should contact the school office on 01622 750084 to let them know. We will always ensure that your child is kept safe until you arrive to collect them.

If no contact is made to the school, at 3:30, the child will be taken to After School Club to ensure that there is appropriate adult supervision for your child. You will be notified if this is the case. In the first instance, we will talk to you about the importance of being on time to collect your child. If there is a second instance of late collection, our concerns will be put in writing to you, explaining the process and our expectations. If there is a third instance of late collection where your child has to join the After School Club, then you will be charged at the full After School rate which can be found on the school website. Any subsequent late collections will also incur a charge.

Related whole school policies:

- Safeguarding and child protection
- Health and Safety
- Behaviour policy
- Complaints policy
- Equal Opportunities