



Extended School Policy

Review Cycle: 1 Year

Date: Spring 2023

Review Date: Spring 2024

Aims and Objectives:

- To provide a welcoming, safe, secure environment for pupils before and after the school day (subject to availability) and during school holidays (subject to demand); (See appendix 1)
- To help build confidence, well-being and creativity– irrespective of gender, religion, ethnicity, age, sexual orientation, disability and culture;
- To provide an affordable, early drop off and/or late pick up for families/carers during term time;
- To continue to build positive links/relationships with families;
- To provide children with a nutritious breakfast/light evening meal at the start/end of the day in a pleasant and stimulating environment;
- To provide a purposeful play environment with a wide variety of engaging resources where children can engage socially with other year groups, therefore strengthening relationships within the school community.

Children will enjoy:

- Fun movement-based activities and challenges;
- Opportunities to explore creativity and express themselves;
- Practicing life skills through a wide range of learning experiences;
- Wellbeing activities that promote happiness, mindfulness and kindness;
- Interaction with new people;
- Developing interpersonal skills and learning from each other.

Extended School Provision will:

- Be well used and valued by the child and family;
- Impose no extra burden on the smooth running of the school day.

Staffing:

- A thorough risk assessment is undertaken to ensure that the staffing ratios are appropriate; where pupils from Reception attend, this is in line with ratios expected in the EYFS framework;
- The breakfast club, afterschool club and holiday club have a Club Leader who oversees all staff involved with the extended provision. They liaise directly with the leadership team to ensure an effective service to the children and families. (See Appendix 2)
- The site supervisor is also on site;

- It is not expected that a member of the Core Leadership Team is on site whilst the provision is in operation. However, they are available if and when the need arises;
- The Head of school is ultimately responsible, although the Core leadership team may act on their behalf in their absence.

Attendance

- All children must be accompanied by an adult when being dropped or picked up from the extended school provision;
- A 'signed' declaration of the Extended Schools Policy will be required by all families before a child is accepted into the provision. (See Appendix 3)
- Sessions should be pre-booked prior to the start of each month with the Breakfast Club and/or Afterschool Club Leader.
- Queries should be sent to: extendedschools@raylodge.org.uk and add to the subject bar 'Breakfast club' or 'Afterschool club' and the relevant leader will respond in a timely manner.
- Families may also contact the club directly on: **07718002716** in emergencies.

Payment

- Parents may reserve places every day of every week or for a specific combination of days during the week.
- Invoices will be sent out in advance and a period of 4 weeks will be given to pay the upcoming monthly fees;
- Pre-booked sessions are not transferable or refundable without a 4 week notice period;
- In an effort to move towards being a 'cashless school', payment should be made by bank transfer (using Payment Reference – "Clubs - Child's Name");
- For families paying through Childcare Vouchers or via the Government's Tax-Free Childcare scheme, in order to ensure that payment is allocated to their account upon receipt, they should email finance@strive4academy.co.uk to advise the school when the payment has been made,
- Fees are non-refundable for absence due to illness or any other family commitments;
- Cancellation of sessions will be accepted for children's medical appointments where a minimum of one week's (7 calendar days) notice has been given – session charges will be credited to the family's accounts in the next invoice;
Additional, ad-hoc or emergency sessions are subject to availability but cannot be guaranteed due to staffing ratios.
- 10% off the second and any additional sibling applies
- Staff discount of 10% applies for all staff of Strive4 Academy Trust.
- Special rates are available for families eligible for the pupil premium grant and free school meals - please contact finance@strive4academy.co.uk for details.
- Short weeks, eg: bank holiday weeks, will be charged at a daily rate per day
- In the extraordinary event of club or school closure, session charges will be credited to family's accounts in the next invoice;
- No child will be permitted to attend the extended school provision without payment being received in advance for the session;
- Children who do not attend for a two-week block and who have not given notice for that two-week period, may be signed off the register by the Head of School.

Breakfast Club-

All sessions include breakfast. (See Appendix 4)

Session	Daily Rate	Weekly Rate	Additional Session Rate	One-off Session Rate
	Less than 5 days a week	5 days a week	Existing club families	Non-registered families
7.15am-8.45am	£5.50	£27.00	£6.00	£7.50
8.00am-8.45am	£4.00	£19.00	£4.50	£6.00

After school Club-

All sessions include a light afternoon meal. (See Appendix 5)

Session	Daily Rate	Weekly Rate	Additional Session Rate	One-off Session Rate
	Less than 5 days a week	5 days a week	Existing club families	Non-registered families
3.15pm-4.15pm	£5.50	£27.00	£6.00	£7.50
4.15pm-6.00pm	£6.50	£31.50	£7.00	£8.50
Late fees		£15 per 15 mins		

Emergency use of the club:

- In exceptional emergency situations, additional sessions can be booked with 1 working school days' notice, however this is subject to availability and cannot be guaranteed due to staffing ratios.
- Bookings should be sent to: extendedschools@raylodge.org.uk-add to the subject bar 'Extended Schools Leader-Emergency booking'. A response on whether there is a place available will be sent to you.
- A one-off daily payment can be taken and families must pay via bank transfer in advance. This must be agreed with the Core Leadership Team at school.

Use of Registers:

- The extended school provision uses an attendance register that is updated daily;

- In the case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present. The School Evacuation Procedure is currently being revised.

Organisation:

In summary, the arrangements are as follows: -

- The extended school provision is open to all pupils from Reception to Year 6 7.15am to 6.00pm;
- Pupils enter through the main office foyer and must be accompanied by their parent/responsible adult;
- Pupils are welcomed and registered by staff;
- At the end of the morning session, Early years and Key Stage 1 children are accompanied by Breakfast Club staff to their classrooms. Key Stage 2 children walk independently from the club setting to their classrooms at the start of the school day;
- Pupils from Reception to Year 5 attending the After-School provision will be accompanied by a staff member whilst children in Year 6 will make their own way;
- At the end of the day, pupils will be escorted out by a staff member and handed over to their parents/carers outside the office entrance on our school premises;
- No dogs are allowed on our school premises.

Food hygiene training and cooking facilities:

- All sessions will include breakfast or a light afternoon meal (see appendix 4 and 5);
- The school canteen will be used for preparation and serving of food;
- Afternoon meals will be prepared by the schools' contracted catering company 'Pantry';
- The extended school provision has its own supply of bowls, plates and cutlery for Breakfast and After School Club which they will sterilise after washing;
- A member of Breakfast and After School Club staff will be in charge of preparing and serving food, with Level 2 Food Hygiene Certification;
- Dietary and allergy requirements will be catered for, and all families should ensure the school is fully aware of any dietary needs by devising care plans with the Special Educational Needs Coordinator and liaising with the extended schools' leaders;
- Staff must make themselves aware of any pupils with special dietary requirements including allergies; see policy-[Supporting pupils with medical needs](#)
- Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements.;
- The breakfast cut off time for cooked food is 8.25am.

Resources:

- A range of age appropriate games/toys/books and outdoor resources are set up daily.
- All resources are kept in a cupboard in the back of the school hall and in an outdoor locked shed.
- Any new purchases for extended school provision equipment must be approved by the Head of School.

Communication with Parents:

- Staff will communicate with parents in a number of ways as appropriate:
 - Verbal communication with parents bringing children;
 - Email and telephone communication;
extendedschools@raylodge.org.uk **07718002716** (in emergencies)
- Parents may use the email above or make an appointment with Mrs Crew (Breakfast club leader) or Miss Cini (After school club leader) to discuss matters pertaining to the club. Where a matter needs escalating, contact Mrs Sharma (Extended School's Leader) through the admin team- admin.raylodge@redbridge.gov.uk

First Aid:

- All first aid will be administered in line with the First Aid Policy- this is currently being reviewed;
- When First Aid is administered, the treatment given is recorded in a medical treatment book in the School office;
- Where certain First Aid is administered and it is deemed necessary a telephone call will be made to inform parents;

Medication/Dietary Requirements:

- Inhalers are kept in the School Office. If any pupil needs an inhaler (or other medication), a member of staff will accompany the pupil to the office where the medication will be given in line with the [Supporting pupils with medical needs](#) policy;
- Where a pupil has an Education Health Care Plan, the Care-plans are made available to all school staff. All extended school staff are made aware of the contents of the EHCP and where medical training is required to administer any necessary medication, staff have been trained to do so;

Behaviour and Discipline:

The extended school provision is subject to the same policies, procedures and expectations that apply to the school as demonstrated through the [Behaviour policy and principles](#)

Behaviour Principles include:

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others; (See Appendix 6 for the school's code of conduct)
- All pupils, staff and visitors are free from any form of discrimination;
- Staff and volunteers set an excellent example to pupils at all times;
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy;
- The behaviour policy is understood by pupils and staff;
- Exclusions will only be used as a last resort;
- Pupils are helped to take responsibility for their actions;
- Families are involved in behaviour incidents to foster good relationships between the; school and pupils' home life.

Withdrawal of extended school provision by the leadership team:

This will occur if:

- A pupil is sent to the extended school provision without prior payment;
- A pupil is collected late on 3 occasions, without prior agreement;
- There is rudeness displayed to staff from either a child or parent;
- After one written warning, a pupil is not displaying behaviour in line with the behaviour policy and code of conduct. (See Appendix 7 and Appendix 8)

Withdrawal from the extended school provision by parents/carers:

- If a parent wishes to withdraw their child from the extended school provision they must give the school **four** weeks' notice in writing with payment for the notice period.

Unreserved Attendance:

- If a child arrives at the extended school provision without an adult and pre-payment, the child will be accepted onto the school grounds and supervised for one occasion only and then a payment will be required.
- The supervisor will report this to Leadership who will arrange for parents to be contacted directly.
- Should there be a repetition; a report may be made to Social Services.

Complaints:

- All complaints notified in writing by a parent of a child attending the extended school provision will be investigated in line with the school's complaint procedure. See: [Complaints policy](#)

Linked Policies

This policy should be read in conjunction with all our [Safeguarding and Child Protection policy](#)

Appendix 1:

School Holiday Club

Our Holiday Club is open (subject to demand and availability) during school holidays except the Christmas period and Bank holidays.

It provides safe, quality day care for children aged 4 to 11 years. We offer families flexible and affordable childcare solutions through active multi-activity programmes within a safe, supportive and fun environment.

We also understand that children have different interests ensuring that each day is filled with a wide range of inclusive activities suitable for all abilities and interests.

The club opens at 8.00 am and the pickup time is no later than 6.00 pm.

For more information, please contact extendedschools@raylodge.org.uk and add to the subject bar 'Holiday-half term, Easter or Summer Club' and the relevant leader will respond in a timely manner.

Appendix 2:

Extended School's Leadership

Breakfast Club Leader	After school Club Leader	Extended School Leader	Head of School
Miss Crew	Miss Cini	Mrs Sharma	Mr Lee
			

Appendix 3:

Declaration of Person with Legal Responsibility:

I confirm that I have read the Extended School's Policy and understand my responsibilities as outlined in the policy.

- I agree to notify the school (extendedschools@raylodge.org.uk) of any change in my child/ren's circumstances.
- I understand that I must give 4 weeks' notice of any cancellations.
- I understand that any additional sessions cannot be guaranteed and are subject to availability.
- I understand that late fees will be charged if my child/ren are not collected by their session end time.
- I understand that if payment is not received in a timely manner upon receipt of the invoice, I may risk my child/ren's place at the Clubs.
- I understand my child/ren could lose their place at the Clubs if they do not attend regularly without a satisfactory reason for their absence.
- I understand my child/ren could lose their place at the Clubs if they do not adhere to the behaviour principles outlined in the school's Behaviour Policy.

Child's Name: _____

Parent / Carer's Name: _____

Signed: _____

Date: _____

Please highlight the sessions you would like your child to attend.

Breakfast Club	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	7.15am-8.45am	7.15am-8.45am	7.15am-8.45am	7.15am-8.45am	7.15am-8.45am
Session 2	8.00am-8.45am	8.00-am-8.45am	8.00-am-8.45am	8.00-am-8.45am	8.00-am-8.45am
Afterschool Club Session 1	3.15-pm 4.15pm	3.15-4.15pm	3.15-4.15pm	3.15-4.15 pm	3.15-4.15 pm
	4.15pm-6.00pm	4.15pm-6.00pm	4.15pm-6.00pm	4.15pm-6.00pm	4.15pm-6.00pm
Both Sessions	3.15-pm 6.00pm	3.15-pm 6.00pm	3.15-pm 6.00pm	3.15-pm 6.00pm	3.15-pm 6.00pm

Appendix 4:

RAY LODGE PRIMARY SCHOOL BREAKFAST CLUB – SAMPLE MENU

PRIMARY BREAKFAST SCHOOL		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOT Choice		Croissant Toast served with Spread & Preserve/Marmite	Beans on Toast Crumpet served with Spread & Preserve	Egg Roll Toast served with Spread & Preserve/Marmite	Beans on Toast Crumpet served with Spread & Preserve	Scrambled Egg on Toast Cheese Toastie
COLD Choice		Fruit Yoghurt A selection of Cereals with Milk	Fruit Yoghurt A selection of Cereals with Milk	Fruit Yoghurt A selection of Cereals with Milk	Fruit Yoghurt A selection of Cereals with Milk	Fruit Yoghurt A selection of Cereals with Milk
FRUIT Choice		Seasonal Fruit Platter Fresh Milk & Water	Seasonal Fruit Platter Fresh Milk & Water	Seasonal Fruit Platter Fresh Milk & Water	Seasonal Fruit Platter Fresh Milk & Water	Seasonal Fruit Platter Fresh Milk & Water
 @Pantry_uk @The Pantry UK @ThePantry_uk @The Pantry (uk) Ltd @Pantry_uk		   	 ALLERGY KEY CELERY - CE / GLUTEN - GL / CRUSTACEANS - CR / EGGS - EG / FISH - FI / LUPIN - LU / MOLASSES - MO / MUSTARD - MU / NUTS - NO PEANUTS - PE / SESAME SEEDS - SE / SOYA - SO / SULPHUR - SU	The Pantry are committed to improving the standards of children's meals across every one of our Schools, and fresh, ethically sourced ingredients are used every day across our kitchens.		
						

Appendix 5:

RAY LODGE PRIMARY SCHOOL AFTER SCHOOL CLUB – SAMPLE MENU

PRIMARY SCHOOL AFTER SCHOOL		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OPTION 1	1/2 Jacket Potato with Baked beans or Tuna Mayonnaise	Margarita Pizza	Quorn burgers with shredded iceberg	Tomato Pasta with Cheese on the side	1/2 Tuna Mayonnaise Baguette	
OPTION 2	Pesto & Mozzarella Baguettes	Baked Beans on Toast	Cheese & Tomato on Toast	Baked Beans on Toast	1/2 Toasted Cheese Baguette	
SIDE	Mixed Salad	Mixed Salad	Mixed Salad	Mixed Salad	Mixed Salad	
DESSERT	Watermelon Fingers	Raison & Sultana pots	Orange Wedges	Pancake with chopped Bananas	Fruit Platter	



[Instagram: @Pantry_uk](https://www.instagram.com/@Pantry_uk)
[Facebook: The Pantry UK](https://www.facebook.com/ThePantryUK)
[LinkedIn: @ThePantry_uk](https://www.linkedin.com/company/the-pantry-uk-ltd/)
[Twitter: The Pantry \(uk\) Ltd](https://www.twitter.com/ThePantry_uk)
[Instagram: @Pantry_uk](https://www.instagram.com/@Pantry_uk)

    

ALLERGY KEY
CELERY - CE / GLUTEN - GL / CRUSTACEANS - CR / EGGS - EG / FISH - FI / LUPIN - LU / DAIRY - DA / MOLLUSCS - MO / MUSTARD - MU / NUTS - NU / PEANUTS - PE / SESAME SEEDS - SE / SOYA - SO / SULPHUR - SU

The Pantry are committed to improving the standards of childrens meals across every one of our Schools, and fresh, ethically sourced ingredients are used every day across our kitchens.



Appendix 6:

Code of Conduct

Every child has the right to learn and it is not acceptable for anyone to disrupt their learning.

Creating the correct ethos at the school is essential for learning.

We follow a code of conduct:



We care about each other and the school.



We work together with courtesy.



We behave in a considerate and self-controlled way.



We make it possible for all pupils to learn.



We move considerately and quietly around the school.

Appendix 7:

Extended Schools' Warning

Pupil Name _____

Class _____

Dear XXX,

I am writing to inform you that your child has been given a warning whilst attending the Breakfast club/After school club. The reason for this warning is as follows:

Date:	There has been a breach of the behaviour policy and a display of disruptive behaviour such as: <ul style="list-style-type: none">• Aggression to others• Refusal to follow instructions,• Breaking of school property,• Leaving the allocated area without permission;• Rudeness displayed to staff from either a child or parent;
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As you are aware, we aim to ensure that the Extended Schools' club is an environment in which all our pupils feel safe, settled and secure. It is for this reason that we cannot accept any behaviour contrary to our code of conduct.

Please speak to your child to remind them of the expectations during our Extended school sessions. As outlined in our Extended School Policy, a repeat contravention of our Behaviour and Discipline Policy could result in a withdrawal of your child's place.

We want to avoid this.

Thank you for your support in this matter.

Yours sincerely,

Head of School

Appendix 8:

Extended Schools' Exclusion

Pupil Name _____

Class _____

Dear XXX,

I am writing to inform you that following on from the written warning sent on....., your child has been excluded from attending the Breakfast club/After school club from..... (for an agreed period of time).

The reason for this exclusion is as follows:

Date given:	There has been a continued breach of the behaviour policy and a display of disruptive behaviour such as: <ul style="list-style-type: none">• Aggression to others• Refusal to follow instructions,• Breaking of school property,• Leaving the allocated area without permission;• Rudeness displayed to staff from either a child or parent;
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As you are aware, we aim to ensure that the Extended Schools' provision is an environment in which all our pupils feel safe, settled and secure. It is for this reason that we cannot accept any behaviour contrary to our code of conduct.

As outlined in our Extended School Policy, another contravention of our Behaviour and Discipline has resulted in a withdrawal of your child's place at the Breakfast/After school Club.

Thank you for your support in this matter.

Yours sincerely,

Head of School

