



## **Extended School Policy**

### **(Breakfast, Afterschool and Holiday Club)**

Review Cycle: 1 Year

**Date:** January 2024

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## **Service Policy**

At Ray Lodge Primary School, we strive to ensure that policies and practices are underpinned by the core values below:

- To set and promote the highest standards of teaching, progress and achievement.
- To promote equality and appreciation of diversity.
- To promote and achieve the highest standards of learning behaviour.
- To develop independence and creativity.
- To provide a healthy, safe and happy environment.
- To develop positive links with families and the local community.

## **Rationale**

The safety of pupils is our priority whilst they are in our care at School. It is, therefore, vital that parents and carers use our online booking system for Breakfast and After School Club as a condition of entry so that registers are accurate each day. Ray Lodge Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

We aim to promote equality of opportunity and a positive attitude in all pupils and staff.

The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider. Ray Lodge Primary School provides before and after school activities to cater for children who need wrap-around care. Our staff provide a range of indoor and outdoor activities when the weather and time of year allows.

Further information about our extended school can be found in our Parent/ Carer Guidance on our website.

## **Aims**

The Breakfast and After School Clubs provide quality wrap-around care for pupils at Ray Lodge Primary School. They aim to:

- Support parents and carers by providing before and after school childcare from 7:30am until 8:40am in the morning and from 3:15pm until 6:00pm after school.
- To offer a safe, secure and friendly environment in which children can enjoy breakfast and an afternoon snack served in a relaxed and purposeful environment, under the supervision of qualified staff.
- Work within Healthy School guidance to promote healthy eating by providing a nutritious breakfast and a light healthy snack after school.
- To provide a caring environment for children to enjoy at the start and end of the day.
- To provide a calm play environment in which children can engage socially with children from other year groups, therefore strengthening relationships within the school community.

## **Meals and Snacks**

- All food is prepared on the school premises and offers a wide variety, catering for all dietary needs.
- Breakfasts may include Cereals, toast, brioche, fruit, yoghurt, crumpets and special menu days
- Evening snack may include Sandwiches, pasta, fruit, salad, wraps and special menus
- More information regarding menus can be found on our website.

**Organisation-** Breakfast and After School Clubs are available term time only. The Holiday club is available during the school holidays.

**Breakfast Club.** All sessions include breakfast.

Session	Daily Rate	Organisation
7:15am-8:45am	£5.50	<p>Pupils enter through the main office foyer and must be accompanied by their parent/responsible adult.</p> <p>Cut off time for cooked breakfast is 8:25am.</p> <p>At the end of the session all pupils are accompanied to their classrooms and learning area.</p>

**After-School Club.** All sessions include a light meal.

Session	Daily Rate	Organisation
3:15pm-4:15pm	£5.50	Pupils from Reception to Year 6 will be accompanied to the club by a staff member.
4:15pm-6:00pm	£6.50	At the end of their session, children will be escorted out by a staff member and handed over to their parents/carers outside the school office entrance door.

**School Holiday Club.** A packed lunch must be provided from home.

Session	Daily Rate	Organisation
8:00am-4:00pm	To be advised	<p>Our Holiday Club is open during school holidays except the Christmas period and Bank holidays. The club opens at 8:00 am and ends at 4:00 pm.</p> <p>We provide a service that caters for multiple interests so that each day is filled with a wide range of engaging and inclusive activities suitable for all abilities.</p> <p>For more information, please contact <a href="mailto:extendedschools@raylodge.co.uk">extendedschools@raylodge.co.uk</a> Please include the phrase 'Holiday Club Enquiry' to the subject bar and the relevant leader will respond in a timely manner (usually within 24 hours).</p>

## **Staffing**

Our Extended Services are run by Ray Lodge Primary School staff and members of our Senior Leadership team are also on the premises during the club opening hours. Sufficient numbers of staff hold Paediatric First Aid qualifications and Food Hygiene qualifications.

## **Admission Criteria**

Our Breakfast and After School Clubs are available for all Ray Lodge Primary School children from Reception – Year 6. With advance notice bespoke arrangements can be made for children who require additional adult support; however, this will require a pre-admission meeting and special plan of support.

Children starting in Reception will be able to access the Extended Services once the children are attending school full-time.

## **Booking Procedure**

All sessions must be pre-booked and pre-paid in advance using our online booking service for this to work effectively and to ensure that we have the correct ratio of staff to children each day. A child can be booked in for single sessions or long-term blocks. Parents and carers, please note that to secure place in these clubs, it is vital that all sessions are paid for in advance and that there is no outstanding debt. There is a maximum capacity limit for the breakfast, after school and holiday clubs so early booking is strongly advised to avoid disappointment.

## **Booking and Payment**

- Sessions should be pre-booked prior to the start of each month.
- We accept Childcare Vouchers. More information regarding how this works is found in our parent/ carer guidance document which is shared when a formal request for place is made.
- In the extraordinary event of club or school closure, sessions will be refunded.
- Last-minute emergency requests for children to attend a session will only be granted subject to availability and pre-payment.
- in extenuating circumstances, for the benefit and support of a vulnerable child and or family the school leadership may use their discretion to permit a booking of sessions. This will be done on a case-by-case basis.
- Late collections – incur a charge of £1 per minute.

## **Refunds and Cancellations**

- 4 weeks' advance notice of any cancellations must be given.
- Cancellation to attend children's medical appointments will be accepted. A minimum of one weeks' (7 calendar days) notice has been given.
- Pre-booked sessions are not transferable or refundable without a 4 week notice period.
- Fees are non-refundable for absence due to illness or any other family commitments.

**Conditions of Acceptance include:**

- Parents and carers will only be able to access our extended school if a registration form has been completed and submitted. This is accessible via the 'Forms' tab under Extended School Registration Form. The information on this form will then be included in our Extended School file which is a safeguarding requirement for all children who attend the school's out of hours' provisions.
- Fees are promptly paid in advance using our online bookings system and are non-refundable and non-transferable.
- Where a child has a provision plan an appointment must be made with SENDCo to discuss the provision that may be available to support that child's needs.
- The behaviour of the child must be acceptable for the safe and efficient running of the Club. School policies, including the Behaviour Policy apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.
- Pre-booking is essential for the safety of the children as well as ensuring staff ratios are correct to meet with compliance regulations. Please note we have a limited number of spaces at both Breakfast Club and After School Club.

**Use of Register**

- Parents / carers are required to sign in their child on the daily Breakfast Club register when they arrive and sign their child out on the daily After School Club register when they leave. A staff member will sign the children out of the Breakfast Club and sign in the children for the After School Club. These registers are used:
  - To produce an account of the children who are on the school site at any time
  - For health and safety purposes
  - For payment purposes
- At the start of the school day all children attending Breakfast Club will be escorted to their classrooms and learning areas by members of staff.
- Each child's details including medical conditions, dietary information, parent / carer contact details and an additional emergency contact are kept in a file held by the extended school managers. Parents and Carers are asked to inform the staff of any changes to contact details, medical information or allergies as soon as possible for their child's safety and wellbeing.