

# SEBERT WOOD PRIMARY SCHOOL POLICY

## EXTENDED SCHOOLS



**Date reviewed:** Autumn 2018

**To be reviewed:** Autumn 2019

**Approval by Finance and Premises Committee**

**Signature of Chair of Governors:**

### Introduction

The Pelicans Breakfast Club, Catkins Lunch Club and Sebert Wood After School Club are run by Sebert 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. A member of the Senior Leadership team is on site and on duty for every session.

The clubs operate from 7.30am – 8.50am (Breakfast Club), 11.30 – 12.20 (Lunch Club) and 3.30pm - 6.00pm (After School Club) term time only and current costs per session can be obtained from the School Office.

### Admissions

- Breakfast club is open to pupils attending Sebert Wood or New Moreton Hall Pre-school.
- Catkins Lunch Club is open to pupils attending Sebert Wood Nursery.
- After School Club is open to Sebert Wood pupils from Year 2 and upwards.
- Emergency contact, medical and dietary details used will be those already supplied to the school or NMHPS.

### Bookings and Payment of Fees

All places are subject to availability. Bookings are via the School Gateway the day prior to the session required – full payment being required at time of booking. Emergency bookings on the day may be accepted via the school office subject to availability.

Fees should be paid via School Gateway, childcare vouchers or BACS payment. If a parent 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 and arrange for discussions in private.

Confirmation is required at time of booking that this policy has been read and the terms therein have been accepted.

### Cancellations

At least 24 hours notice must be provided in order to be eligible for a refund.

### Arrival and Departure

#### Breakfast Club

- Arrival - Children enter the club via the school hall door where they are ticked against a register by a member of staff.
- Departure - Nursery and Pre-school children are escorted to the Nursery/Pre-school building by a member of staff at 8.30 am. All other children line up in the hall at 8.50 am and proceed to classes.

#### Lunch Club

- Arrival - Children enter the club via the nursery door or remain after morning nursery session, where they are ticked against a register by a member of staff.
- Departure – Children are collected via the Nursery door at the end of the Catkins session, or remain in Nursery for the afternoon session (as applicable).

#### After School Club

- Arrival - Year 2, 3 and 4 children are collected from Year 3 class by a member of ASC staff and taken to the studio. Year 5 and 6 children proceed independently to the studio
- The club staff will mark children as present against the register.
- Departure - Children are collected from the KS2 building, parents/carers press the buzzer and a member of staff will answer and sign the child out, with the time recorded. Parents/carers

must ensure that any person who may collect their child is listed on the attendance register and that it is kept fully up to date. Please note that all gates to the school premises will be closed by the Caretaker at 3.45pm to secure the premises whilst the children play outside. The gates must remain closed, therefore please ensure they are shut behind you when entering and leaving the school.

### **Daily Routine**

#### **Breakfast Club**

- 7.30am – 8.50am children arrive to Pelicans Breakfast club situated in the Main Hall where a range of activities are set out. Children are registered on arrival.
- 8.00-8.20am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast.
- 8.30 children go to Nursery/Pre-School
- 8.40am tidy up time encouraging the children to take responsibility for the Main Hall environment.
- 8.50am children collect their coats and bags and go to class

#### **Lunch Club**

- 11.30am children arrive at Nursery for the start of Catkins, or remain in Nursery after the morning session.
- A register will be taken at the start of the session by a member of staff.
- Children either bring a packed lunch or pre order a lunch via the Nursery.
- 12.20pm children leave Catkins, or remain for the afternoon Nursery session.

#### **After School Club**

- 3.30pm – children go to club and are registered on arrival.
- 4.15pm – 4.45pm children will be offered a snack. Children can choose from a range of play and planned activities, both indoors and outdoors.
- 6.00pm – children collected.

### **Behaviour of Extended Schools provision**

**The School behavior policy applies fully to pupils at extended schools provision. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club reserves the right to refuse provision for the pupil to attend. The reasons and processes involved will be clearly explained to the child and their parent/carer.**

**First Aid – please refer to the Health & Safety/First Aid/Pupil Support policy which is available on the school website.**

Parents of any child who become unwell during session will be contacted immediately. If a child is sent home during school hours, the Extended Schools staff will be informed of their absence.

### **Uncollected children – Lunch Club and After School Club**

If a child has not been collected by the end the extended school session (12.30 for Catkins and 6.00pm for After School Club) parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. **A charge will be levied for late collection. A late collection charge of £10 per child will be applied for every 15 minutes after 12.45 for Catkins or 6.15pm for After School Club. Payment for this charge will be due before the end of the half term period. Exceptional circumstances for late collection may be considered at the discretion of the Headteacher. The school reserves the right to consider withdrawal of places for persistent offenders.**