

SEBERT WOOD PRIMARY SCHOOL - EXTENDED SCHOOLS POLICY



Date reviewed: Spring 2024

Date to be reviewed: Spring 2025

Approval by the Finance Committee

Signature of Chair of Governors:

Introduction

Breakfast Club, Catkins (Nursery) Lunch Club and 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. We aim to foster good manners, personal hygiene, co-operation, independence and respect for each other. We provide healthy, varied food choices and equip the children to make decisions about healthy lifestyles.

Operation times

Breakfast Club:	Held between 7.45 am until the start of the school day
Catkins Lunch Club (Nursery):	Held between morning and afternoon Nursery sessions
After School Club:	Held from the end of the school day until 6.00pm

All clubs are only in operation during term time for pupils of Sebert Wood Nursery and Primary School. Emergency contact, medical and dietary details used will be those already supplied to the school.

Bookings and Payment of Fees

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

Breakfast Club	£5.50 per session
Catkins Lunch Club	£3.50 per session
After School Club	£11 per session

All charges will be reviewed on an annual basis.

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 finance 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 1 weeks' notice (5 working days) must be provided in order to be eligible for a refund due to the pre-ordering of food and staffing. All cancellations must be made via the school finance department by email to finance@sebertwood.co.uk or by phone 01284 755111 ext 110.

Breakfast Club

Children eat a freshly prepared breakfast, in line with the School Food Standards, between 8:00 and 8:20. Nursery, Reception, Year 5 and Year 6 children are taken to their classes at the start of their morning session. All other children make their own to their classrooms.

After School Club

Children from Year 5 and Year 6 make their own way to ASC at the end of the school day. All other year groups are taken by members of staff.

Children are served freshly prepared snacks between 4.00pm - 4.30pm.

Children have the opportunity to do homework.

Food

Breakfast and After School Club food is freshly prepared in line with the School Food Standards.

Food allergen details are available on the school website and upon request.

Collection

Should collection arrangements change (we assume collection is by the Parent/Carer), please email the school or contact the club directly.

Behaviour at Extended Schools provision

We expect children to recognise the following rules during Breakfast and After School Club:

- Be kind
- Be honest
- Take care of property
- Share toys and games fairly
- Let other children play

If a child breaks a rule, a positive reminder will be given (*We share toys fairly Simon, thank you*). Should the child's behavior not improve, they will be given a period of time out. Disagreements between children will be resolved using restorative conversations.

If a child hurts someone or damages property, parents/teachers will be informed.

Sebert Wood Primary School reserves the right to refuse extended schools' provision to children who frequently hurt others.

First Aid

Please refer to the First Aid policy.

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 of the extended school session, 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 the end of the session. 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 where parents persistently make late collection.