

Extended Services Policy

Meanwood CE Primary School



Approved by:

Jamie Chapman

01.09.24

Last reviewed on:

01.09.25

Next review due by:

01.09.26

Vison and values

This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment.

This policy has due regard to the following ethos:

At Meanwood C of E Primary School we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, faith, sexuality or disability. The school will provide an inclusive curriculum, which will meet the needs of all its pupils including those with disabilities, special educational needs, from all cultural backgrounds and faiths and pupils with English as an additional language.

Values

Open hearts

Open Minds

Open Arms

Vision

Our vision is to enrich the lives of our children emotionally, physically, spiritually and academically, where every person is valued, nurtured and empowered.

Our vision is underpinned by Jesus' commandment to "love one another as I have loved you" (John 15:12).

AIMS

To ensure children are provided with a safe, secure and friendly environment in which they can enjoy a healthy, nutritious breakfast under the supervision of caring staff from 7.30am – 8.45am (Mon-Fri) and a snack from 3.30pm-5:45pm (Mon – Thurs).

OBJECTIVES

- To provide a welcoming, safe, secure environment for pupil before the beginning of the school day from 7.30am to 8.50am and from 3.30pm to 5:45pm.
- To enable pupils to enjoy a healthy, nutritious breakfast before the start of the school day in a pleasant, relaxed atmosphere.
- To provide a calm play environment for pupils.
- To provide an affordable service to parents and carers.

PROCEDURES

Booking Arrangements

The Before and After School Clubs will open daily during term time but closed for INSET days and statutory holidays.

Sessions are to be attended in agreement with the school and should be pre-booked via Arbor.

The charge per session for our Breakfast Club is £4.50 per child regardless of time of arrival.

The charge per session for our After-School Club are:

3:15pm – 5:45pm: £15.

3:15pm- 4:30pm: £7.50

4:15pm – 5:45pm: £7.50

Payment via Arbor.

Payments should be made promptly and outstanding balances should not exceed £100 at any point.

Childcare vouchers are also an acceptable method of payment.

Non-payment of fees may result in the withdrawal of the service to the parent/carer.

One term's notice will be given by school of any proposed variation in fees.

It is vital you inform us if your child is not attending a club, including illness, otherwise charges will be made for the cost of the sessions. Where possible, 24hrs notice is needed.

If you wish to cancel a session your child is booked in for, please let us know as soon as you can. Please note that refunds are only available for long term absence such as illness which last longer than six school days.

We understand that sometimes people run late, however if a child is picked up consistently late (3 or more instances) then a £5 surcharge will be added to the cost of each session when there is a late collection.

Registration and organisation

An attendance register will be taken daily.

In case of an emergency where children have to be evacuated from the building, the register will be taken and children checked against it to ensure they are all present.

All staff will have enhanced DBS clearance.

The ratio of staff to children will not exceed 1:15.

The Club is open to all pupils of Meanwood CE Primary School from Reception to Year 6.

Sessions are held in the school hall or sometimes in the year 5 and 6 classrooms, depending on the use of the hall.

The maximum number of places available is capped at 40.

Children are encouraged to demonstrate good manners and adhere to our relational culture and behaviour policy.

Should behaviour continue to be a problem, the school reserves the right to withdraw the place at extended provision for the child either temporarily or permanently.

Breakfast will stop being served at 8.30am in order to allow sufficient time to clear away food and crockery.

At After-School club children will enjoy a healthy snack.

The children will then have the opportunity to join in any of the activities laid out in the hall – or outside weather dependent.

The child's details, medical conditions, parents/carers' contact details, an additional emergency contact name, address and telephone number are kept securely in school.

Parents are to bring their child/ren to the Green Road Entrance where communication can be made through the electronic door system.

Communications with Parents

Verbal communication with parents/carers bringing children.

Text and email communication.

Parents/carers may make appointments with the Extended Provision Manager or Headteacher to discuss matters pertaining to either of the Clubs.

Medicines

These will be administered in line with the school's Supporting Children with Medical Needs Policy

Personal Property

Children should not bring in any electronic devices or other valuable personal property as we cannot accept responsibility for loss or damage to it, however it may have been caused.

Fire Precautions

Children should exit out of one of the Green Road entrance and congregate under the litch gate.

A register will then be taken to ensure all children are present.

First Aid

First Aid will be provided in line with school's First Aid Policy.

Risk Assessment

A risk Assessment has been carried out for Breakfast Club and After School Club and can be seen on request.