

EXTENDED SCHOOL DAY POLICY

Last reviewed Summer 2018

**This policy should be read in conjunction
with the Charging and Remissions policy**

Reviewed by Mrs C Skipper

Date Approved by the Governing Body (Curriculum & Standards): 16/7/18

Minute Number: TBA

Date of Next Review: as necessary

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1. INTRODUCTION

St Nicholas Primary School aims to provide a Breakfast Club (BC) and an After School Club (ASC), which supports families by providing a safe, healthy and useful environment for pupils. The BC runs from 8.00 am to 8:45 am term time only and the ASC commences at the end of the school day, 3.00 pm to 5:30pm term time only.

The clubs will:

- Be well used and valued by child and adult clients.
- Impose no extra burden on the school budget or the smooth running of the day

The Breakfast Club & Afters School Club are not providing the same services as full private pre/post school provision. The school is not competing with the full range of activities that these providers arrange.

2. STAFFING (the same staffing is required for both clubs)

- 1 Coordinator
- 1 Supervisor
- At least one member of staff is a designated First Aider
- Maximum adult/pupil ratio is 1:30
- All staff have DBS Clearance
- Breakfast Club cook provided by external provider

The Head Teacher is ultimately responsible, though the Deputy Head Teacher may act on her behalf.

It is not expected that a member of the Senior Management Team is on site whilst the clubs are in operation, though usually this is the case.

3. POLICIES / RISK ASSESSMENTS

The clubs are subject to all of the same policies, procedures and expectations that apply to the school, including Health & Safety, Safeguarding and Child Protection and Good Behaviour. The clubs are also subject to all relevant Risk Assessments and they also have their own specific Risk Assessments.

With regards to behaviour, parents/carers are reminded of the following:

- Parent/Carers must guarantee their children's good behaviour.
Attendance is not a statutory requirement and no extra support can be

provided by the school for individuals. It may be possible however to access support funding if required.

- Pupils who significantly misbehave will be, after one written warning, removed from the register.
- Parent/Carers are responsible for ensuring the safe drop off and collection of children at the clubs.
- Parents/Carers **must inform the school of any special dietary requirements** on the booking form and inform the school immediately of any change.
- **Admin staff will make sure all staff are updated of any pupils with special dietary requirements including allergies.**
- Future dietary requirements will be addressed as they arise through the school's procedures for dealing with medical requirements.

4. BOOKING A PLACE AT CLUBS

- To attend the clubs, parent/carers need to reserve places in advance.
- Places can be booked via the main office, either in person or via telephone. Parents may reserve places every day of every week (term time only) or for a specific combination e.g. every Monday.
- Parents/Carers are reminded to indicate on the booking form if they require places due to work/training commitments.

5. ARRANGEMENTS - BREAKFAST CLUB – 8.00 a.m. – 8.50 a.m.

- All children are welcome at the Breakfast Club, however, it is the school's policy, where possible, to offer places in the first instance to working parents/carers or those in training/education (the school may ask for evidence). In emergency circumstances, the discretion of the headteacher will be used to allocate a place for children.
- **Breakfast is served between 8.00 a.m. and 8.30 a.m.** (children arriving after 8.15 a.m. must have had their breakfast at home first).
- Drop offs should be **no earlier than 8.00 a.m.** and no later than 8.30 a.m. - the children must be taken to the Breakfast Club entrance.
- Breakfast will be served in the dining hall to include:
 - Water
 - Toast (with margarine and/or fruit jam)
 - Choice of cereals (Cornflakes, Rice Krispies, Weetabix)
 - Milk
 - In colder weather hot breakfasts may be provided

- Whilst in the club, there will be a number of activities for children:
 - Colouring/drawing/writing.
 - Table board games.
 - Reading
 - There will be opportunity for reading and/or completing homework.
 - Outdoor games and activities

6. ARRANGEMENTS – AFTER SCHOOL CLUB – 3.00 p.m. – 5.30 p.m.

- Parents/carers collecting from ASC should arrive before 5.30 pm as no responsibility will be taken for children after this time.
- All parents of the pupils attending the ASC have access to the allocated club's mobile number and must contact the supervisors if there is to be any change to the regular collection/pick up details
- A late fee is payable if collection is after the deadline.
- Entrance/Exit is via the year 5/6 entrance.
- **The Afterschool Club provides a small snack this is served between 3.45pm and 4.15pm**
- Snacks served in the dining hall to include:
 - Water
 - Toast (with margarine and/or fruit jam)
 - Cracker (with margarine and/or fruit jam)
 - Juice

Whilst in the club, there will be a number of activities for children:

- Colouring/drawing/writing.
- Table board games.
- Reading
- There will be opportunity for reading and/or completing homework.
- Access to Laptops
- Outdoor games and activities

Inclusion

Every pupil in this inclusive school has an entitlement to attend extended school clubs subject to paragraph 5, bullet point 1. These clubs ensure that children are safe and have opportunities to participate in a range of engaging activities which enhance their skills and knowledge linked to the curriculum. They will be encouraged to develop their social skills in a range of ways including; sharing a

snack together, playing games in small groups, opportunities for discussions and listening to stories. Also, children will be able to have quiet, reflective time if they wish as well as being able to complete homework or prepare mentally and emotionally for their school day.

Parents and carers will be able to make arrangements for before and after school care on a flexible basis and will have opportunities to speak with staff regarding their children's physical and mental wellbeing.

We are an inclusive school and want to make sure all children using the BC and ASC will have a sense of belonging. We will provide food that is healthy and in line with cultural and religious requirements. We will ensure that activities are educational, enjoyable and support children's emotional and physical well-being.