



**JOY LANE PRIMARY SCHOOL**

## **Extended Services Policy 2019-2020**

Date of next Review: September 2020



## **Joy Lane Foundation Primary School Including Oysters SRP**

### **Extended Services Policy** (Breakfast Club & After School Club)

At Joy Lane Primary School, we strive to ensure that policies and practices are underpinned by the School's core values of being ready, respectful and responsible.

#### **Rationale**

The safety of pupils is our priority whilst they are in our care at School. Joy Lane 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. Joy Lane 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.

#### **Aims**

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

- Support parents and carers by providing before and after school childcare from 7.30am until 8.40am and from 3.15pm until 6pm respectively.
- To offer a safe, secure and friendly environment in which children can enjoy breakfast and an afternoon snack served in a relaxed environment, under the supervision of qualified staff.
- In accordance with being a Healthy School the extended services aim to promote healthy eating by providing a nutritious breakfast and healthy snack/ or meal 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.

## **Organisation**

Opening Times:

Both the Breakfast and After School Clubs will open term time only on:

Breakfast Club: Monday to Friday from 7.30am – 8.40am

After School Club: Monday to Friday from 3.15pm – 6pm

At the end of term 2, 4 and 6 the After School Club will close at 4PM

## **Admission Criteria**

Our Breakfast and After School Clubs are available for all Joy Lane Primary School children from Year R – Year 6, including Oysters SRP. Children starting in Year R will be able to access the Extended Services once the children are attending school full-time.

Admission is conditional on the following undertakings by the parent / carer:

## **Booking procedures**

All sessions will need to be pre-booked and pre-paid at least three days in advance for this to work effectively and to ensure that we have the correct ratio of staff to children each day. You can book your child in for single sessions or long-term blocks. Parents and carers, please note that in order to secure your child's place in these clubs, it is absolutely vital that all existing fees are paid and that there is no outstanding debt. If you wish to pay with childcare vouchers, you will need to email the school or speak with a member of the school office with your booking requests as per the above procedure. Please be aware that there will be a maximum capacity for both Breakfast Club and After School Club so to guarantee a place for your child, you will need to book early. Last minute emergency requests for children to access Breakfast Club or After School Club will be discussed by the leadership team and office manager and will only be granted providing we can safely accommodate extra numbers.

Parents and carers will only be able to access our Extended Services if an electronic Registration form has been completed and submitted on ParentMail. This is accessible via the 'Forms' tab under Extended Services Registration Form (Breakfast and After School Clubs). Your child's up-to-date details can then be included in our Extended Services file which is a safeguarding requirement for all children who attend the School's out of hours' provisions.

## **Conditions of acceptance include;**

- Fees are promptly paid in advance using our online bookings system and are non-refundable and non-transferable
- The behaviour of the child is 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.
- In the case of absence e.g. illness or holiday please telephone the School office to confirm non-attendance.

**Pre-booking is essential for the safety of the children as well as ensuring staff ratios are correct in order to meet with compliance regulations. Please note we have a limited amount of spaces at both Breakfast Club and After School Club.**

### **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.
- Children should hang up their coats and belongings once they have arrived and been signed in.
- Children will be expected to tidy up games and equipment.
- At 8.35am the Early Years and Key Stage 1 children attending Breakfast Club will be escorted to their classrooms by members of staff.
- Each child's details including medical conditions, dietary information, parent / carer contact details and additional emergency contact information are kept in a file held by the Breakfast Club and After School Club Managers. Parents 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.

### **Booking and Payment**

Registration forms need to be completed via Parent Mail if you wish to use the Extended Services

**The fees are as follows and need to be paid at the time of booking and are non-refundable or transferable**

|                   |              |       |
|-------------------|--------------|-------|
| Breakfast Club:   | From 7.30am  | £4.50 |
|                   | From 8.00am  | £3.75 |
| After School Club | Until 4.30pm | £4.50 |
|                   | Until 5.30pm | £7.50 |
|                   | Until 6.00pm | £9.00 |

A charge of £5 per five minute period will be incurred for late pick up from the After School Club after 6pm. Until the late fee is paid, your child's place at the Club will be withdrawn.

Failure to pay on time will result in the withdrawal of a place at the Club.

These fees are subject to change, with prior notice to be given of any changes.

### **Staff**

Breakfast Club Manager: Mrs L Wilsher  
After School Club Manager: Miss A Blades

Our Extended Services are run by Joy Lane 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. The ratio of staff to children is 1:8, however in some cases 1-1 support can be offered after prior discussion with staff from Oysters SRP and the mainstream.

### **Food**

All food is prepared on the School premises and we offer 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 dips, hot dogs & wraps

### **Review and Monitoring**

This policy will be reviewed by the Governing Body.