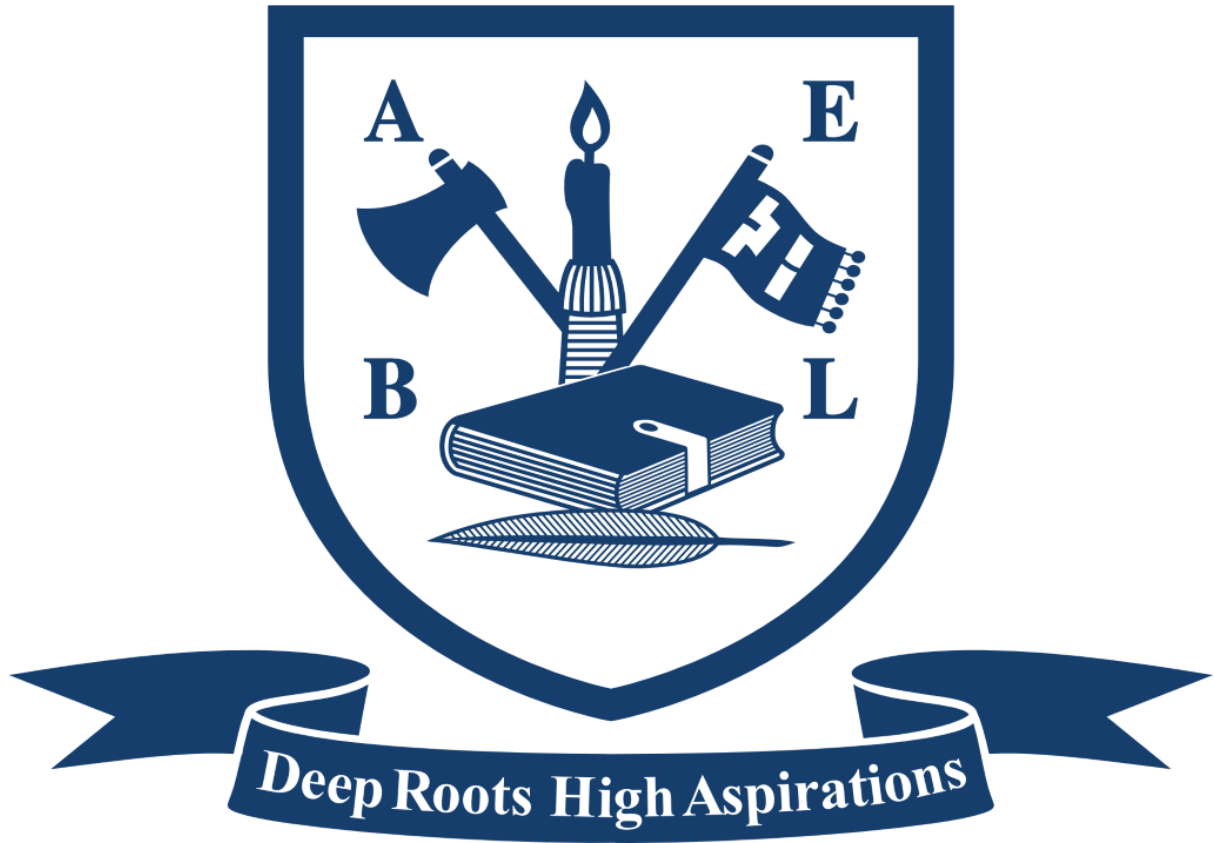


KNEBWORTH

Primary and Nursery School



Extended Care Policy

*This policy is reviewed on an annual basis
Next review date: September 2023*

CONTENTS

Table of Contents

PURPOSE OF THE POLICY.....	3
AIMS.....	3
KEY INFORMATION.....	3
OVERSUBSCRIPTION CRITERIA.....	3
ADMISSION, BOOKING PROCEDURES AND PAYMENT OF FEES (SEE CHARGING AND REMISSIONS POLICY).....	3
ABSENCE.....	4
VENUE.....	4
REGISTER AND COLLECTING.....	4
LATE COLLECTION.....	4
FOOD/SNACKS.....	5
ACTIVITIES/ PROVISION.....	5
BEHAVIOUR.....	5
HEALTH & SAFETY.....	5
FIRST AID.....	5
STAFFING.....	5

Purpose of the policy

To outline how the school delivers a high quality extended care provision, which strengthens the link to the school day and is supportive, flexible, and affordable.

Aims

- Through our extended care provision we intend to live the values of Knebworth School:
Respect, Resilience and Responsibility.
- Be inclusive and support the needs of all pupil regardless of difference.
- Extend the fun, enjoyment and learning of the school day through a range of activities.
- Develop strong links between the school and working parents.
- Provide an enriching and supportive provision for children.
- Encourage children to develop friendships between age groups and work together cooperatively.
- Extend the support provided to children beyond the school day.

Key Information

- Breakfast session runs during term time Monday to Friday, starting at 7:45am until the school day begins.
- After School session runs during term time Monday to Friday, starting at the end of the school day and closing at 6:00pm. There is an option for sessions ending at 4.15 or 5:15pm at a reduced price.
- EYFS & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a

need for an adult to accompany them.

- Children can be collected at any time during the hours the club runs.
- After School session will be closed on the last day of each term (when school finishes early) but will be open on the last day of half terms.

Oversubscription Criteria

All spaces are subject to availability based on staff ratios. Places are allocated on a first come first serve basis after a booking interest form has been completed and received.

If there are more applications than places available then the criteria outlined below will be used to prioritise applications.

1. Children looked after (also known as children in care) or children known to a social worker/vulnerable children
2. The children of staff members who require a space at this provision
3. Children who have a sibling already in the provision

The club is open to all children from Reception (once full time) to Year 6. We will accept some nursery aged children dependent on circumstances, upon discussion with the extended care lead and if staffing ratios allow.

Admission, booking procedures and payment of fees (See charging and remissions policy)

- Registration forms are available from the school office or from the school website. They must be completed prior to a child starting at the club.
- A password must be given before a child can attend the club.

- Regular slots should be booked half-termly in advance. The fees can then be paid in full using Arbor or in instalments before the sessions start.
- All fees must be paid by the last day of the half term.
- Once a slot is booked, the fees are payable for that half term and cannot be cancelled.
- One-off slots can be booked; if space is available and staffing ratios allow, confirmation of a place will be given verbally.
- Should you no longer wish your child to attend extended care, at least one-half term's notice in writing is needed.
- If a parent is experiencing difficulty with payment of their fees, they should contact the extended care lead in the first instance.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.
- The extended care provision is subject to all Knebworth Primary School policies set out in this document and in our Statutory Policies.

Absence

If your child has been booked into After School Club in advance and they are absent from school, the fees are still payable.

Venue

- Breakfast and After School Club is based in the Extended Care room (Knebberland)

- Different activities are carried out in other locations within the school premises.

Register and Collecting

- A register of children who attend the provision is taken at the start of each session.
- Parents should collect their children from the main entrance using the designated intercom system.
- A member of staff will accompany the child to the main entrance.
- The child is then marked out on the register.
- If a parent is unable to collect their child as arranged, they must call the extended care provision number.
- If someone else will be collecting a child, the club or office staff must be informed.
- Each family must agree a password with after school club, to be used by other adults collecting their child.

Late collection

- If a child has not been collected by the end of the 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, the police and Children's Services may be informed.
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.

improvement then children may be asked to leave this provision.

Food/Snacks

- Breakfast is provided for those children who attend the breakfast club session before 8:20am.
- During the After School session, a small tea is provided, e.g. sandwiches, cheese on toast.
- Fresh drinking water is available to the children at all times.
- No fizzy drinks or glass bottles should be sent in.

Activities/ Provision

- A range of inclusive activities are planned each session for the children in Breakfast and After School Club. These may include role-play, creative, reading, cooking, learning & discovery, outdoor sports activities, movies as well as an opportunity to complete homework.
- The age of the children is considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the school's values whilst attending the After-School Club.
- The school's behaviour policy and procedures will be followed at all times.
- In the event that a child's behaviour is unsafe it may be necessary to request an early pick up from parents or reflection time is recommended so that staff can ensure additional measures can be put into place to ensure success.
- To ensure the safety of all staff and children, if unsafe behaviour continues with little signs of

Health & Safety

- Staff must follow the Knebworth Health and Safety, Online Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- In case of emergency (such as medical or missing child), a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified paediatric first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- Accidents which require a degree of medical care will be recorded in the school accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- Extended Care staff will adhere to the Knebworth Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15. (1:8 for EYFS)

- All extended care staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Knebworth Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements will be considered to meet the needs of children who have additional needs.
- A Level 3 or higher qualified member of staff will lead extended care. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site
- In the unlikely event of exceptional staff shortages which means that our ratios cannot be met then the provision may need to shut temporarily and parents would be informed immediately.

