

Knebworth

Primary & Nursery School



Extended Care Policy

Date reviewed:

June 2018

Date of next review:

June 2019

Responsibility:

Knebworth School

Purpose of the policy

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

Aims

Through our After School Club we intend to:

- To extend the fun, enjoyment and learning of the school day through a range of activities.
- To develop strong links between the school and working parents.
- To 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 through the close working relationships established.

Hours

- Breakfast Clubs run during term time Mon-Fri, starting at 7:45am until the school day begins at 8:50.
- After School Club runs during term time Mon-Fri, starting at the end of the school day and closing at 6:00pm. There is an option for collection at 4.15 and 5:15pm.
- After School Club 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.
- All spaces are subject to availability based on ratios
- Places are allocated on a first come first serve basis.
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Reception (once full time) to Year 6.
- Reception & 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.
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Admission, booking procedures and payment of fees (See charging and remissions policy)

- Registration forms, available from the school office, must be completed prior to a child starting at the club.
- Password must be given before a child can attend the club.
- Regular slots should be booked half termly in advance, and a £100 deposit will be needed to secure the place. The fees can then be paid in full using Wisepay or in instalments.
- All fees must be paid by last day of the half term.
- One a slot is booked, then fees are payable and cannot be cancelled.
- One-off slots can be booked, if space is available, Confirmation of a place will be given verbally.
- Should you no longer wish your child to attend After School Club, you must give at least one half term's notice in writing.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the leadership team as soon as possible.

- 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 After School Club falls under the cover of Knebworth Primary School 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 dining hall and school hall. Different activities are carried out in other locations within the school premises.
- If After School Club is being based in a different location, such as during parent evenings, signs will be displayed informing parents of where to collect their children.

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session.
- Parents should collect their children from the main entrance.
- Parents are required to sign their children after collection. They must also inform a member of staff before leaving with their child.
- 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 by telephone.
- 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 been 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.

Snacks

- There will be time for children to eat a healthy snack, which will be provided.
- 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 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 activities, movies as well as an opportunity to complete homework.
- The age of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the After School Club.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

- Staff must follow the Knebworth Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- All staff must make themselves familiar with the above documents.
- 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 first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the Club's 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

- All 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 After School club 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 are considered to meet the needs of children who have special needs.
- The club will be led by a Level 3 or higher qualified member of staff. 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.