

Extended schools policy and practice

The extended schools service is available for all full time students from Reception to Year Six. The extended schools service is intended to support the community. It provides the children with a safe stimulating environment, whilst providing support for parents and carers who are in work or are getting back into work or education. Our hope is that the service will help improve outcomes for children and their families.

Breakfast Club and after school club

Sunrise and Sundown Clubs are held in Times Square, which is located at the East end of the school building.

Opening times

Sunrise Club: 7:40am - 8:35am. At 8:35am children go to their classrooms/playground.

Sundown Club: 3:15pm - 5:30pm

Children must be accompanied to the door by an adult when attending Sunrise Club and must wait until an adult has answered the door.

Fees

Sunrise Club £3:00 per session

Sundown Club £5:00 for collection by 4:30pm £7:00 for collection by 5:30pm

A £10 registration deposit will be required when booking your place for the first time; this will be retained until you no longer require the service and may be used to balance any money owed. A deposit is required for all users.

If you no longer require a place, you will be taken off the register and your deposit will be refunded.

All fees are to be paid a month in advance. Payment will be requested on the last day of each calendar month.

Fees can only be accepted with a completed booking form. All fees must be handed into the school office.

Discounts

Pupil Premium: children eligible for pupil premium will receive a 50% discount off the session fee. Please speak to Mrs Woodgate/office to find out if you fit the criteria for pupil premium.

Siblings: if you book places for two or more of your children, a 10% sibling discount will be applied.

Please note that only one discount can be applied per booking.

Nonpayment of fees

Club Fees are to be paid a month in advance. If there are outstanding payments the child may not be permitted to use the facility and the deposit will be retained to help cover any money owing.

If you are struggling to pay the club fees please speak to Mrs Bellfield (Extended Schools Manager).

Late collections

If you are going to be late to collect your child, you will need to contact Miss Grover on the emergency number: 07871065148 and arrange for someone else to collect your child. A late fee will be incurred.

If you have paid until 4:30pm and arrive to collect your child after that time, you will be billed for the whole session (an additional £2:00). If this happens on more than three occasions you will no longer be eligible to book the shorter session.

If you arrive after 5:30pm to collect your child you will incur a £5:00 fine for every 15 minutes that you are late. In addition to this, a call may be made to social care to collect your child from the premises. From 5:30pm there will not be anyone at school to supervise your child. It is your responsibility to collect your child on time.

If you arrive to collect your child after 5:30pm on more than three occasions, your place may be withdrawn.

If the school deems there has been continuous late collection of your child we may inform social care.

Absences

Any absences from days booked will be charged in full. Days will not be rolled over.

Staff

The Extended Schools Manager is Mrs Bellfield.

Miss Grover and Miss Storey facilitate Sunrise Club with additional support when required.

Sundown Club is facilitated by Miss Grover and an additional support assistant.

Rules

All rules and regulations for the extended schools activities are in line with Eastwood Primary School and Nursery's policies and procedures.

All policies are available in the school office to view or can be found on the schools website

www.eastwoodprimaryschool.co.uk

Health and safety and wellbeing

Positive behaviour is promoted in the clubs as it is in the school and we will work in partnership with you to promote positive behaviour. However, if there is a continuous breach in behaviour your child's place may be withdrawn.

Each child will have a profile with emergency contacts and any special requirement/needs listed. A photo and accompanying information of any child requiring special dietary needs will be displayed in the kitchen for easy viewing for all staff preparing food/drinks. A list of allergens will be displayed in the kitchen. To prevent cross contamination of any foods that are of risk to other children we ask that you do not send your child into breakfast club with their own snacks.

Staff are first aid trained and are food hygiene certificated. Appropriate ratios are met and risk assessments are conducted for all extended schools services. A maximum of 30 children are permitted to Sunrise and Sundown Clubs.

Food

An option of toast, cereal and juice is available for Sunrise Club

A light snack is provided for all children in Sundown Club

Please note that it is the parent/carer responsibility to ensure the school and the extended school clubs are notified of any changes to medical, dietary or allergy needs. The clubs can be informed via the booking form or directly to the staff at the club.

Parking

Please do not enter the school car park to collect/drop off your child.

Complaints

Mrs Bellfield, the Extended Schools Manager will deal with complaints. Our complaints policy is available in the school office and via the school website.

Children who are picked up late from school

If you are going to be late to collect your child from school please call the school office. If you are more than fifteen minutes late, your child will go to Sundown Club and you will be charged the appropriate fee. If you are late collecting your child on a regular basis, your child will automatically be placed in Sundown Club and you will be charged accordingly.

If the school deems there has been continuous late collection of your child, we may inform social care.