



Extended Provision Policy

Date: March 2021

Review Date: March 2023

Extended Provision – Halam C of E Primary School

Extended Provision (previously called breakfast and tea Club) is open during the school term time, Monday to Friday. Extended Provision will run from 7.30am until school starts in the morning and from 3.30pm – 5.30pm in the afternoon. We are not able to staff the provision before and after these hours.

Aims and Objectives

The main aims and responsibilities for Extended Provision at Halam C of E Primary School is to ensure the supervision of the children attending, ensuring the health, safety and wellbeing of each child throughout the period of their attendance, until they are escorted into school for registration or returned to their parent/carer at the end of the day. To achieve these aims:

- We will provide a safe and secure environment for the children.
- We will provide a variety of stimulating and exciting play opportunities
- We will ensure that there is a qualified first aider on site at all times.
- We will implement regular fire drills to ensure staff and children are aware and familiar with the procedure.
- We will provide a healthy, nutritious snack before school at 8.00am and after school at 4.00pm, therefore your child will need breakfast and tea/dinner at home.

Contracts

Upon being offered a place at our Extended Provision, parents will be required to sign a contract and explain it fully to their children. If this document is not signed prior to your child attending our Extended Provision your child's place could be delayed or cancelled. It is the school's right not to accept your child/ren until the appropriate paperwork is completed and signed by the parent/carer.

The contract includes the following terms and conditions:

- Places must be booked in advance via a link which will be e-mailed out to parent/carers on a Monday for the following week.
- Bookings must be submitted **by 8.00pm on a Wednesday** via the form emailed out that week. Please note: bookings via e-mail will not be accepted in any circumstances.
- Due to staffing levels we will be limiting pupils per session, therefore bookings will be taken on a first come first served basis via the booking form received. Please be considerate to others and only book for sessions required.
- If we are oversubscribed and cannot offer you your requested Extended Provision booking you will be contacted by 12noon on a Thursday.

- Bookings will be uploaded onto your school money account on a Thursday for the following week to enable advance payment. A text will be sent informing you that your booking/s are confirmed and ready for online payment.
- Any alterations to bookings made via the online form must be submitted via email to enquiries@hagam.notts.sch.uk
- Upon arrival at the club, children will be registered by a member of staff.
- During Extended Provision the children will be offered a healthy snack. Water will be available at all times.
- Payment should be made via your School Money account in advance (we will no longer be able to accept cash). We will not accept bookings if pre-payment is not made, late payment without good reason will not be accepted. Places will be withdrawn if your account goes into arrears unless a prior agreement has been made with the Head Teacher or School Office. Charges for extended provision can be found in (appendix 1)
- Payment should be made in advance for confirmed sessions. If your child is poorly or has a medical emergency and does not attend school on the booked day there will be no charge for the session and payment will be carried forward.
- If your child attends school but does not attend their pre booked session you will be charged for the full session.
- Any ad hoc sessions MUST be agreed with the school prior to the session required. If a place hasn't been booked through the office we will not be able to accept the child/ren.
- Emergency bookings must be made direct to the school office by telephoning 01636 813 062. The office is not staffed before 8.30 and after 4.30. Please leave a message on the answer machine.
- The school reserve the right, after discussion with the parent/carer, to withdraw a place for a child who does not adhere to our school values and expected behaviour or whose parent/carer does not pay for their child's sessions.
- For after school sessions, all children must be collected on time. Late collection will result in extra charges being added to your account (appendix 1)

Extended Provision Guidelines

These rules are to ensure the safety of the children whilst attending the club

- Upon arrival parent/carer's must sign their child/ren in. This is very important due to fire regulations. (This will be dis-applied during Covid restrictions)
- The Extended Provision Supervisor will also register the children every morning and afternoon when they arrive for their session.
- A healthy snack will be served at 8.00am and 4pm.

- Parents are to complete any health and allergy information prior to their child attending the session.
- It is the responsibility of the parent/carer to let the school office know if their child is not attending a session.
- Children should not bring their own toys.
- Whilst the Supervisor will endeavour to ensure that the children take their belongings with them at the end of each session, they cannot accept responsibility for any belongings left behind. Please make sure that your child's belongings are suitably labelled so that they may easily be returned to them.
- Children are expected to behave appropriately at all times in accordance with the school values and the Behaviour Policy.
- Children must not leave the school site until they are collected by their parent/carer or responsible person by prior arrangement.
- Upon collection parent/carers MUST sign out their child/ren. This is very important due to fire regulations. (This is will be dis-applied during Covid restrictions)

Behaviour

Whilst children are at Extended Provision, they will be expected to follow the positive behaviour expectations below.

- Listen to all staff members and follow their instructions
- Walk carefully around the club (no running)
- Use respectful language
- Play kindly

Bullying is not tolerated at all within school and this will be dealt with straight away in line with our school policy.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with.

To create positive behaviour within the club, rules and expectations are used. These rules and expectations are very important to ensure all children are aware of what behaviour is acceptable and what is not.

Safeguarding Policy

The welfare of children within our care is of utmost importance to our staff. As such we believe that we have a duty to the children, parent/carers and staff to act quickly and responsibly in any instance that causes us concern.

All Extended Provision staff will follow the school's safeguarding policy.

Managing Medicines on School Premises

Wherever clinically possible, medicines should be prescribed by a doctor in dose frequencies which enable them to be taken outside school hours.

If your child is prescribed medicine which requires administration within school hours you must fill in a medical consent form (available from the school office) prior to the medication being given.

School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

School keeps a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom.

All medicines and care plans are kept securely in the school office and are accessible at all times to relevant staff.

Accidents

Should your child injure themselves whilst attending Extended Provision the procedure is:

- The incident and any treatment will be recorded in the accident book, a copy of which will be sent home with the child.
- If the injury is a minor one, but to the head, parent/carers will be given a 'bumped head letter' along with a copy of the accident book recording of the incident.
- If the injury is more serious and requires medical treatment, the child would be assessed by the First Aider and if needed an ambulance would be called. Parent/carers would be contacted immediately.

Fire

The club has a fire evacuation plan in case of emergency, which is reviewed regularly. The club has fire extinguishers and recognised fire points.

Complaints

Any concerns regarding your child's care please speak the Supervisor or Head Teacher. If your concern is not resolved please follow the Halam complaints policy.

Appendix 1

Payment for Extended Provision should be made via your School Money account in advance (we will no longer be able to accept cash). Bookings will be added to your school money account on a Thursday for the following week to enable pre-payment. We will not accept bookings if pre-payment is not made, late payment without good reason will not be accepted. Places will be withdrawn if your account goes into arrears unless a prior agreement has been made with the Head Teacher or School Office.

If you are unable to access your School Money account for whatever reason please contact the school office for assistance.

Extended Provision Club opening times and charges are as follows:

7.30am – 8.55am	£7.50
8.00am – 8.55am	£5.00

Extended Provision Club opening times and charges are as follows:

3.30pm – 4.30pm	£5.00
3.30pm – 5.30pm	£7.50

Late collection after 5.30pm for whatever reason will incur a charge of £15 per session.

Children attending an after school club (i.e. sports club) 3.30pm – 4.30pm who require a place in Extended Provision afterwards will be charged at the specified rate for the club attended and £5.00 for the Extended Provision session pre-paid on school money.

Payment should be made in advance for confirmed sessions. If your child is poorly or has a medical emergency and does not attend school on the booked day there will be no charge for the session and payment will be carried forward.

If your child attends school but does not attend their pre booked session you will be charged for the full session.