



WEST BUCKLAND
PRIMARY SCHOOL
AND NURSERY

West Buckland Primary School and Nursery

Extended Schools Policy

Extended Schools Tel: 07510830059

Our Extended Schools provide high quality, affordable childcare for primary school children attending West Buckland Primary School and Nursery.

Our Out of School Clubs are open five days a week (Monday to Friday) during term-time only.

The times of the sessions are:

Breakfast session: 07.45 – 08.45

After-school (Bucklaneers) session: 15.10 – 18.00

Extended Schools does not operate on Bank Holidays or school INSET Days. The after school provision is closed on the last day of the Autumn Term (before Christmas) and Summer Term (end of school year).

We recognise that the safe arrival and departure of the children in our care is paramount.

The manager will ensure that an accurate record is kept of all children in the Club, and that any departures are recorded in the register. The register is kept in an accessible location on the premises at all times. In addition we conduct regular headcounts during the session.

Breakfast Club

Parents must hand their child directly to staff and sign them in. Children must arrive by 8.30am if they require breakfast.

After-School Club

Children will be collected from their teachers on the playground by a member of Extended School staff.

If a child is booked into Extended Schools but is not at the collection point, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and the child's parents or carers.

Arrivals

Staff will record the child's attendance in the daily register, to be completed straight away.

Departures

Staff will require that parents or carers sign children out before they leave, including the time of collection.

Children can only be collected by an adult who has been authorised to collect them on their data collection form.

The child's parents or carers must inform Extended Schools, in advance, if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures.

The parent or carer must notify Extended Schools if they have been unavoidably delayed collecting their child. If Extended School is not informed, the **Non-Collection of Child** policy will be followed.

Children below Year 5 will not be allowed to leave the Club unaccompanied.

Children in Year 5 & Year 6 will only be allowed to leave Extended Schools alone at the end of the session if this has discussed this with the child's parents and has received their written consent.

Absences

If a child is going to be absent from a session, parents must notify the Club in advance.

Admissions and Fees

Our Extended Schools is registered with Ofsted. We provide care for children from Reception class to Year 6.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions per week
3. Significant long term family difficulties (at the discretion of the Headteacher)

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Extended Schools information. The child will be able to attend Extended Schools as soon as the completed forms are received. If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork - contract and booking form, before their children can attend the club.

Permanent place

By booking before or after school care, you are securing a place for your child. In common with other childcare providers, once booked, if a child does not attend for any reason, you will still be charged for their place. If you wish to cancel the place altogether, **four weeks' notice (not including school holidays), in writing, is required.**

Temporary booking:

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48 hours' notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at £3.00 for Breakfast Club and £8.00 for After School Club.

Extended Schools recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit.

Fees are payable half termly in advance

- There is a charge of £8.00 for late collection, which will be added to the next invoice.
- The club accepts childcare vouchers. Please contact your childcare voucher provider and arrange registration with the school.
- Fees are charged for booked sessions whether the child attends or not.

Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the school office.

We accept payment by:

- Parent Mail
- Electronic childcare vouchers

Payment will be required in advance on a half termly basis.

If fees are not paid, Extended Schools will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they contact the Headteacher as soon as possible. **Please note that while there is an outstanding debt with out of school clubs, non-statutory activities will not be available for your child until your account is settled.**

The school will contact the parents or carers to discuss payment options. The school may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at Extended School being withdrawn until payment has been received.

If the fees remain unpaid after all the above options have been explored, the debt will be passed to the school's solicitors for recovery.

Late collection charges

If a child is collected late from the after-school sessions, i.e. after 6pm, then in addition to the cost of the session a late payment charge of £8.00 will apply.

Cancellations

We regret that we are unable to provide a refund for any sessions that have been pre-booked.

In the event that the whole school is closed (e.g. due to extreme/adverse weather conditions or in the event of industrial action) then Extended Schools will not operate. In these circumstances any pre-booked and paid for sessions will be credited to a future date, either within the same half term period or to the next half term.

Uncollected Children Policy

Extended Schools endeavours to ensure that all children are collected by a parent or carer at the end of each session. If a child is not collected, and the parent or carer has not notified us that they will be delayed, we will follow the procedure set out below:

Up to 10 minutes late

- When the parent or carer arrives they will be reminded that they must call Extended Schools to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

Over 10 minutes late

- If a parent or carer is more than 10 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact Extended Schools immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives they will be reminded that they must call Extended Schools to notify us if they are delayed, and that the penalty fee will have to be charged (except in exceptional circumstances).

Over 20 minutes late

- If the manager has been unable to contact the child's parents or carers after 20 minutes, the manager will contact the local Social Care team for advice.
- The child will remain in the care of two of the Extended Schools staff, on the school premises, if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain on school premises, a note will be left on the front gate and reception door informing the child's parent or carer where the child has been taken (e.g. into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

Managing persistent lateness

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club.

Missing Child Procedure

At Extended Schools we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts during the session.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The manager will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at Extended Schools.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

Management Structure

Extended School is managed directly by the school. This means the Supervisor reports directly to the Headteacher. The local Governing Body also play a role in overseeing the delivery of the Club and decisions relating to its future.

Staffing

All staff who work at Extended Schools are suitably qualified and are subject to Disclosure and Barring checks (DBS) to ensure that they can carry out their role safely and effectively.

Staff will aim to build up settled relationships with each child and his/her parents in order to tailor care to individual needs.

The required child to adult ratios followed at school are also followed at Extended Schools.

Staffing arrangements meet the age and needs of all children and ensure their safety.

Safeguarding

Extended Schools adopts the school's Safeguarding Policy in line with the Local Safeguarding Children Board (LSCB). The Manager is responsible for liaison with local statutory children services agencies and with the LSCB, and has regular training to ensure that he/she can carry out the role effectively. All members of Extended School staff have received safeguarding training in line with other school staff.

Where a member of Extended School staff has a safeguarding concern, this is reported in writing to the school's Child Protection Officer in line with the School's Safeguarding procedures.

If you wish to contact club staff during the session please use the Extended Schools mobile number which is 07510830059 and not the normal school number.

First Aid, Health & Safety

At least one member of staff per session holds a first aid certificate. There is a first aid box accessible with appropriate content for use with children at all times.

Extended Schools follows the same guidelines for managing medicines as the rest of the school. Extended School staff cannot administer medications: parents/carers must fill out a medicine form if they wish prescription medication to be taken by their child. These are available from the school office reception area.

Children should be collected from the main hall where they can be signed out. The side gate operates with a fob – please call the mobile number to be met at the gate and allowed on site.

Collecting adults should make sure both gates are closed at all times behind them to keep the children safe.

Extended School staff ensure that the learning spaces are fit for purpose and follow the school's Health and Safety guidelines.

Fire exits are clearly identified and kept free from obstruction. There are clear procedures for evacuating the building in the event of a fire.

Extended School, alongside the Primary School and Nursery, operates a strict, no smoking policy on our site.

All children are signed both in and out of Extended Schools. Staff will only release children into the care of individuals who have been notified to the school by the parent.

Extended Schools use the school's risk assessments. Where appropriate, a dedicated risk assessment is carried out by the club.

Behaviour

Extended Schools will follow the guidelines for both rewards and sanctions as set out in the school's behaviour policy.

Activities

We offer a wide range of fun, stimulating and relaxing activities including outdoor play, arts and crafts, gardening and cooking.

We believe that play should be challenging, stimulating and provide opportunities for personal and social development but above all we want the children to have fun.

We therefore aim to strike a balance between structured and unstructured play opportunities encouraging the children to choose for themselves what they want to do.

Please be advised that our Out of School Club is a registered provision and as such you may be able to claim up to 80% back of your childcare costs under the Childcare Element of the Working Families Tax Credit. For more information on how to find out if you are eligible and how to claim, please phone the Tax Credit Helpline on 0845 3003900.