

# Ryarsh Primary School

## Extended School Services Policy

The After School Club and Breakfast Club at Ryarsh Primary School aim to provide high quality childcare within a warm and welcoming environment. The individuality of each child in our care will be respected and nurtured.

### **Aims and objectives**

Ryarsh Primary School Extended School Services aims to:

- Provide a before school childcare service for children attending the school, whose parents or carers require this service
- Provide an after school childcare service for children attending the school, whose parents or carers require this service
- Offer an inclusive service, accessible to all children within our school community
- Ensure each child feels happy, safe and secure, allowing them to learn and develop freely in a play centred environment
- Encourage children to take responsibility for themselves and their actions
- Encourage children to develop positive attitudes and respect for themselves and others, in an environment free from bullying and discrimination
- Provide a wide range of resources and equipment which can be used under safe and supervised conditions
- Offer a programme of activities which meets the needs of each child, promoting their physical, intellectual, emotional and social development, enabling them to become confident, independent and co-operative individuals
- Work in partnership with parents to provide high quality play and care
- Review and evaluate our services to ensure that we continue to meet the needs of children in our care and those of their parents or carers
- Keep parents and carers informed about changes in the administration of the Clubs and to listen and respond to their views and concerns
- Communicate effectively with parents and carers, and to discuss experiences, progress and any difficulties that may arise
- Employ experienced, well trained staff and offer them appropriate support and training
- Comply with the Children's Act 1989, the Childcare Act 2006, and all other relevant legislation

### **Related Documents**

- Vision and values
- Code of Conduct
- Anti-bullying policy
- Charging and remissions
- Child protection and safeguarding
- Complaints
- Confidentiality
- Single Equality Scheme

- Healthy schools
- Health and safety
- Staff appointments
- Photographic image use
- Related job descriptions

## **Principles**

- The After School Club and Breakfast Club, with other in-school clubs, form the extended services provision for pupils at Ryarsh Primary School
- This extended services provision must at all times aim to be self-funding, and will not seek to be profit-making
- The budget for extended services will be set and monitored as part of the whole school budget monitoring process
- The breakfast club will operate between 7:40am and 8:40am (the start of the school day)
- The after school club will operate between 3:15pm and 6:00pm, with the following options available to parents
  - 3:15pm – 6:00pm
  - 3:15pm – 4:15pm (this option will enable pupils with siblings at other in-school clubs to be collected together by parents)
  - 4:15pm – 6:00pm (this option will enable pupils to continue to attend other in-school clubs before transferring to the After School Club)
  - Those pupils remaining on the school site until 6:00pm will be offered a light tea

## **Roles and Responsibilities**

- The extended school services leader is the Headteacher, Ruth Austin
- The school will appoint a Breakfast Club Supervisor and an After School Club Supervisor to supervise and manage these clubs
- Administration will be carried out by the office and admin team
- The extended school services leader, the breakfast club supervisor and the after school club supervisor will meet termly to discuss and review the effectiveness of provision and arising issues
- Parents are responsible for booking sessions using the online booking service, having accepted the terms and conditions (see Appendix 1)
- Parents are responsible for notifying the school of any intended absence and for ensuring that pupils are collected at appropriate times
- The school reserves the right to charge parents or carers who are persistently late collecting their child or children
- The school will ensure a smooth transition from breakfast club to class and from class to after school club
- The after school club supervisor will ensure that all pupils have been collected at the end of the session before leaving the site
- The school will ensure that all activities are safe and risk assessed, and that any incidents, accidents or injuries are reported to parents according to agreed school procedures
- The school will endeavour to maintain these extended school services at all times and in the event of staff absence

## Supervision

- Children at these clubs will be appropriately supervised at all times
- The school will follow its safe recruitment procedures when appointing supervisory staff
- The breakfast club will be based in the hall, and may also use the outdoor play area
- The after school club will be based in the hall, bookbase or a classroom, and may use the outdoor play area as appropriate
- Staffing ratios will be observed at all times:
  - For children aged 3-8 the ratio is 1:8
  - For children aged over 8 there is no statutory ratio but the school will observe a ratio of 1:10
  - A minimum of three staff will be on duty at any time
  - Number of children should not exceed 32
  - If limited space is available, as currently occurs in the Thursday 3.15-4.15 session, numbers will be limited to 24

## Monitoring and Review

All school personnel and governors will have a copy of this policy and will have the opportunity to consider and discuss its contents prior to its approval by the Governing Body.

<b>Policy adopted by Governing Body</b>	<b>Spring term 2017</b>
<b>To be reviewed</b>	<b>Summer term 2020</b>
<b>Signed by Head Teacher</b>	
<b>Signed by Chair of Governors</b>	

## **Appendix 1**

### **Terms and Conditions for Ryarsh Primary School Breakfast Club and After School Club bookings**

All children will require a confirmed booking in order to attend any of the extended schools services.

All fees are payable in advance either termly, monthly or weekly. No refund of fees will be given if subsequently a place is not taken up for the agreed booking period.

No reduction or credit will be given should a child be absent for any reason.

The school reserves the right to apply a late collection charge of £3 for every quarter hours or part thereof after the agreed collection time.

The school reserves the right to withdraw a child's place if a payment is missed.

The school reserves the right to discontinue a place at short notice when the presence of that child may prove detrimental to the welfare and well-being of that child or other children.

I understand that it is my responsibility to ensure the details of any person collecting my child on my behalf is correctly recorded on my account.

These terms and conditions are additional to our Home School Agreements that apply to Ryarsh Primary School during the course of the school day.