




# Campsbourne School

## Extended Schools Policy

### Including Breakfast Club / After School Club / Holiday Club

Policy Originator	Campsbourne School
Governing Body Committee	Resources and Premises Committee
Status	Recommended
Last reviewed	Spring 2024
Ratified on	26.03.2024
Review period	Annual
Signed by Chair of Resources and Premises Committee	

## **Introduction**

We operate a breakfast club, an after school club, and a holiday club. The programme of activities and the atmosphere of our clubs aims to encourage confidence, independence and enjoyment. Our work has, as its core, the aim of enabling children to develop their emotional, social, cognitive, interpersonal and physical skills, and their desire to explore, discover and be creative.

Our clubs will provide a well-planned and organised play environment that offers children, rich and stimulating experiences, alongside opportunities to explore, experiment, plan and make decision for themselves. The programme of activities will recognise and take into account the differing ages, interests, backgrounds and abilities of the children.

Activities are carefully planned to allow children to build on their natural curiosity, advance their thinking, use their imagination and develop positive social relationships. At all times, we recognise a child's individuality, effort and achievement. Wherever appropriate, children will be involved in the process of planning activities so that the programme reflects their opinions.

## **What we do**

This statement outlines the services that children, parents / carers and the school community can expect from our extended services provision. We aim to:

- Provide wrap around care for working families and those in particularly challenging circumstances.
- Provide a happy, safe, warm and stimulating environment for all children to play, learn and develop freely.
- Help children to develop responsibility for themselves and their actions and to become competent, confident, independent and creative individuals.
- Encourage children to have a positive attitude and respect for both themselves and other people.
- Promote a positive relationship with parents and work in partnership with them to provide high quality play and care for their children.
- Offer inclusive services that are accessible to all children in the school community (space permitting)
- Undergo regular monitoring and evaluation of our services to ensure that all clubs continues to meet the needs of children and parents.

## **We meet the needs of parents and carers by:**

- Listening and responding to their views and concerns.
- Keeping them informed of our policies and procedures, including opening times, fees and charges, and programmes of activities.
- Sharing and discussing their child's achievements, experiences, progress and friendships, along with any difficulties that may arise.

## **We are committed to providing:**

- Care and activities that put the needs and safety children first.
- A programme of activities that is interesting educational, stimulating and fun.
- Activities that promote each child's social, physical, moral and intellectual development.
- Access to a variety of facilities and equipment under safe and supervised conditions.
- A staff team that is experienced, well trained and properly supported.
- Services that meet the conditions of the Children's Act 1989 and all other relevant childcare legislation, wherever they apply.
- An environment where no child is bullied or suffers discrimination in any form.

## **Food and Drink**

- We are committed to providing healthy, nutritious and tasty food and drinks for children to enjoy. We make every effort to ensure that food and drinks are safely prepared and sensitive to the dietary,

religious and cultural requirements of all children. Parents are asked to provide any details of special dietary requirements or allergies that the child may suffer from.

- We recognise the importance of healthy eating and a balanced and nutritious diet. Because of this we endeavour to make a variety of foods available.

### Settling In

- All children are unique and so the amount of time that a child takes to settle can vary enormously. Children are therefore given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.
- We encourage parents, especially those with very young children, to visit with their children during the week before they are due to start.
- New starters will be allocated a 'buddy', who under the supervision of a member of staff will show the new child around, explain where they can and cannot go and make sure they have someone to play with.
- All staff keep an extra close eye on new children to ensure that they are settling in. A member of staff will liaise with parents in the first few days to ensure they are kept informed about how their child is settling in.

### Fees and admissions process

We are committed to providing a fair and open admission system that offers a competitively priced and good value service. Fees are set annually by the school governing body. As a provider of registered childcare, we both encourage and actively support eligible parents claiming child care vouchers or other similar benefits.

#### Fee Table

	Per Session per Child	Additional Siblings	In Work Benefits Discount	Club Capacity
Breakfast Club	£5	£4	50%	40
After School Club	£13	£11	50%	100
Holiday club	£36	£36	50%	40

#### Tax-Free Child-Care Vouchers

You can also use tax free child care vouchers. To check if you are eligible and to create an account please click on the following link. <https://www.gov.uk/get-tax-free-childcare>.

#### Unpaid Fees

If fees are not paid on time, the school will notify the parent in writing and request payment at the earliest opportunity.

In circumstances where there is continual late payment or a substantial debt has accrued then the School reserves the right to withdraw a place.

#### Cancellations / Terminations

Parents who want to terminate must give notice up to the end of the half term.

#### Admissions process

Admission to breakfast and after school clubs are made on an annual basis to ensure that all families have equal access, including those families new to Campsbourne i.e. new Reception classes. During the summer term parents are invited to register for a place for the next academic year by submitting

an application form to the school office (Appendix A) by **Monday 27<sup>th</sup> June 2022**. Deadlines for our holiday club are different – please see then holiday club section below.

Places are allocated to parents according to the following criteria:

1. Places for families who the school has identified as having particularly high needs.
2. Places for families whose parents are receiving in work benefits. (Up to date evidence of the benefits that the parents are in receipt of will be required)
3. Remaining places will be allocated according to the number of days required.
  - Families requesting 5 days a week.
  - Families requesting 4 days a week.
  - Families requesting 3 days a week.
  - Families requesting 2 days a week.
  - Families requesting 1 day a week.

Where there are more applicants than places and the above criteria have been exhausted then places will be allocated randomly.

Places will be offered to parents by the 8<sup>th</sup> July 2022. To secure the place/s parents will be required to pay a deposit of £30 by the 15<sup>th</sup> July 2022.

Where a deposit has not been received by the 15<sup>th</sup> July 2022 the place will be offered to parents on any waiting list.

### **Payments**

Parents can pay using Child Care Vouchers, Tax Free Credits and online using a debit card.

### **Waiting List**

If, on making an enquiry about a place for their child a parent is informed that there is not a suitable one available, then requests will be placed on the waiting list in the order that they are submitted.

As soon as a places becomes available the parent on the top of the list will be contacted to see if they would like to take up the offer of a place. If the parent no longer needs a place their name will be removed from the list. If the space is not suitable but they would still like to wait for a suitable place then their name will remain on the waiting list in the same position and the next parent on the list will be contacted.

On receiving a place parents will be given a copy of this policy, or signposted to the policy on the school website.

### **Mid-Year Admissions**

Parents can apply for a place mid-year for the breakfast and after school clubs. They can do this by completing a registration form and handing it in to the school office. Any available places will be allocated on a first come first served basis.

### **Health and Safety**

Breakfast Club, After School Club and Holiday club all follow guidance and procedures set out in the School's Health and Safety Policy.

### **Fire Evacuation Procedures**

For Fire Evacuation Procedures see School Health and Safety Policy

### **Safeguarding**

Breakfast Club, After School Club and Holiday club all follow guidance and procedures set out in the School's Safeguarding and Child Protection Policy.

The After-School Club and Holiday Club manager, Ippolyti Soutani, is the Designated Safeguarding Lead for the Holiday Club and should be the first point of contact for concerns.

Emergency Contact Details can be found in Appendix

### **Staffing**

We always place the best interests of children's welfare, care and development at the centre of all staffing matters, in all cases the minimum staffing ration for children aged 4 to 8 will be 1:8. For children aged over 8 we will make every effort to maintain a ration of staff to children of at least 1:10.

### **Behaviour Management**

We recognise the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment and will follow the procedures set out in the School's Behaviour and Anti Bullying Policy.

Persistent unacceptable behaviour from a child will result in them receiving a formal warning. Staff will explain to the child and their parents why their behaviour is unacceptable and the consequences of any further such incidents. Children will be encouraged to discuss their behaviour, to explain their actions, and helped to develop strategies to avoid repeat incidents.

In the event of persistent or irresolvable unacceptable behaviour a child may be temporarily suspended or permanently excluded from the club. Although a suspension or exclusion from a club does not necessarily mean that the child is suspended or excluded from school, behaviour outside of school, including out of hours clubs, can result in suspension or permanent exclusion from school.

Details of all warnings, suspensions and exclusions will be recorded on My Concerns. Before a suspended child returns a reintegration meeting with the parent must take place.

### **First Aid**

All clubs follow the School's First Aid and Medicine Policy and will inform parents of any incidents via the School's online system.

### **Evacuation**

All clubs follows the School's Fire Policy and will conduct random fire drills.

### **Closing Clubs in an Emergency**

In very exceptional circumstances, clubs may need to be closed at very short notice due to an unexpected emergency. Such incidents include:

- Serious weather conditions
- Loss of heating / burst water pipes

Parents will be notified as soon as is practically possible via GroupCall.

## Breakfast Club

### Breakfast Club Times

Breakfast Club is open from 7.45 to 8.45.

### Physical Location and Equipment

The Breakfast Club is located in the school's dining hall. In addition to the dining hall the children also have access to the infant playground.

### Programme of Activities

We aim to provide a home from home for children so they are free to choose from any of the activities on offer although we do place restrictions on the amount of screen time children have.

The following are examples of the types of activities which are provided for children to enjoy.

### Breakfast Club (7.45am to 8.45am)

Location	Example of Activities
Dining Hall	TV (Limited Time), board games, table snooker / football, reading
Infant Playground	Ball games, skipping etc

### Food and Drink

We recognise the importance of healthy eating and a balanced and nutritious diet. Because of this we endeavour to make a variety of foods available including cereals, toast and jam / honey, fruit and low sugar yoghurt. We also provide milk / water and limited amounts of fruit juice.

### Drop Off

On arrival to school parents needs to contact the Breakfast Club using the buzzer by the school gate. It is the parents' responsibility to ensure that the children come straight into the dining hall so that their child's attendance can be registered.

## After School Club

### After School Club Times

After School Club is open from 3.30 to 6.30.

### Physical Location and Equipment

The After School Club is located in the Infant Building. In addition to the after school club room, hall, library and a classroom children also have access to the infant playground.

### Programme of Activities

We aim to provide a home from home for children so they are free to choose from any of the activities on offer although we do place restrictions on the amount of screen time children have.

The following are examples of the types of activities which are provided for children to enjoy.

### After School Club (3.30pm to 6.30pm)

Location	Example of Activities
After School Club Room	Art Room with themes based on seasons and festivals.
EAL Classroom	Quiet room for older children
Infant Hall	Table tennis (Computer games 3 days a week)
Infant Playground	Balls, skipping, games, basketball, rounder's
MUGA	Football, netball, basket ball

### After School Club Sample Menu

Monday:	Fish fingers, toast and fruit
Tuesday:	Pizza, toast and fruit
Wednesday:	Chicken sausages, tomatoes, toast and fruit
Thursday:	Potato wedges, toast and fruit
Friday:	Pizza, toast and fruit

Water is always available

### Pick Up

Children may only be collected from the After School Club room which can be accessed via the Nursery Gate. With written permission from parents, children may go home alone at an agreed time.

Only adults on the admissions form who are given permission to collect children will be allowed to do so. If, in emergencies, another suitable person is required to pick a child up then the child's parents must contact the After School Club. We may call the parent back, on the phone number that the school has, to verify them. The parents must provide a password which the 'new' nominated adult will provide on arrival.

If a parent is going to be late to pick their child up they must contact the After School Club as soon as possible to notify them.

We do not operate a late fees policy but do reserve the right to withdrawal a place should a parent persistently arrive late for pick up.

If a child is not picked up 30 minutes after the After School Club finishes and no contact with a parent has been made then we may need to contact Social Services for advice. This may result in a child being taken into protective custody by Social Services.

## Holiday Club

### Holiday Club Times

Holiday Club is open weekdays from 8.30 to 6.00.

### Staffing by Students and Volunteers

We routinely offer places for students and volunteers and believe that a placement for a student or volunteer at our Club is a valuable opportunity to build experience which learning about working within a childcare setting. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our Club. All students and volunteers undergo background checks and have to complete the School's induction process. They are appropriately supervised at all times by a more senior member of staff.

### Physical Location and Equipment

Holiday is located in the Infant Building and has use of:

- After School Club Room
- A classroom
- Infant Hall
- Infant Playground
- Multi Use Games Area (MUGA)

### Programme of Activities

We aim to provide a home from home for children so they are free to choose from any of the activities on offer although we do place restrictions on the amount of screen time children have.

The following are examples of the types of activities which are provided for children to enjoy.

#### Holiday Club (8.30am to 6pm)

8.30 – 9.30	Free Play
9.30 – 10.00	Children Meeting
10.00 – 12.00	Activities (Cooking, Art, Sports etc)
12.00 – 1.00	Lunch
1.00 – 3.00	Activities (Cooking, Art, Sports etc)
3.00 – 3.30	Tuck Time
3.30 – 5.00	Circle Time / Drama
5.00 – 6.00	Free Play

### Visits and Outings

Our Club believes that visits and outings play an important and enriching role in the programme of activities that we provide for children. Depending on the nature of the visit / outing there may be a fee.

All clubs follow the School's Educational Visits Policy and parental consent will be required for all visits and outings.

### Food and Drink

Children are required to bring a packed lunch to holiday club. There is a microwave which can be used to warm up food and items can be kept in the fridge to keep things cold in summer time. Water and fruit is always available.



## **Drop Off and Pick Up**

### **Drop Off**

Children must be dropped off at the nursery entrance and handed over to a member of staff. On arrival children's names are ticked off the Holiday club register as they arrive.

### **Pick Up**

Children may only be collected from the Holiday Club via the Nursery Gate. With written permission from parents, children may go home alone at an agreed time.

Only adults on the admissions form who are given permission to collect children will be allowed to do so. If, in emergencies, another suitable person is required to pick a child up then the child's parents must contact the Holiday Club. We may call the parent back, on the phone number that the school has, to verify them. The parents must provide a password which the 'new' nominated adult will provide on arrival.

If a parent is going to be late to pick their child up they must contact the Holiday Club as soon as possible to notify them.

We do not operate a late fees policy but do reserve the right to withdraw a place should a parent persistently arrive late for pick up.

If a child is not picked up 30mins after the Holiday Club finishes and no contact with a parent has been made then we may contact Social Services for advice. This may result in a child being taken into protective custody by Social Services.

### **Absences from Holiday Club**

If a child is going to be absent from Holiday Club, then parents must contact the Holiday Club to notify them.

If a child is absent without explanation for more than three days concurrently, staff will contact parents to try and ascertain the reasons behind this. Regular absences from the Holiday Club could be an early sign / symptom that a child or family may be encountering some difficulties and might need support from the relevant statutory agencies. Staff will always try to discover the causes of prolonged and unexplained absences.

Refunds are not offered for children who are absent regardless of the reason.

## **Admissions and Fees**

We are committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents claiming child care vouchers or other similar benefits.

The Holiday Club is only open to families whose children attend Campsbourne School. Special consideration may be given to older siblings who still have brothers or sisters attending Campsbourne.

### **Payments of Fees**

Fees for Holiday Club are fully paid in advance. No Refunds are offered.

Holiday Club places will not be offered to parents where there are outstanding balances due.

## **Admissions**

Admissions to the Holiday Club will open up in the first week of term for the subsequent holiday.

Autumn Half Term 2023	1 <sup>st</sup> Week Autumn 1
Christmas Holidays	No Holiday Club
Spring Half Term 2024	1 <sup>st</sup> Week of Spring 1
Easter Holidays 2024	1 <sup>st</sup> Week of Spring 2
Summer Half Term 2024	1 <sup>st</sup> Week of Summer 1
Summer Holiday 2024	1 <sup>st</sup> Week of Summer 2

Parents book places using Scopay.

Appendix A

<b>CAMPSBOURNE SCHOOL AND EXTENDED SERVICES YEAR ROUND CONTRACT FOR TERM TIME ONLY</b>
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<b>Child's Name and School</b>	
<b>Date of Birth</b>	
<b>Name of Parent/Carer (For Invoices)</b>	
<b>Address:</b>	
<b>Telephone No: Mobile No:</b>	
<b>Start Date:</b>	

<b>EXTENDED DAY (After School Care)</b>
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This provision covers after school care during school term time only.

	cost	Days you require: ✓
<b>After School Club</b> <b>3.30PM to 6.30PM</b>  3 hour session	<b>£13.00 per session</b>	Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/>

We require an advance payment of **£20** in order to secure your child's place, which will be applied to the first month's fees.

- COLLECTION ARRANGEMENTS – WILL YOU COLLECT YOUR CHILD? YES/NO
- PLEASE AUTHORISE, IN WRITING. TWO OTHER ADULTS TO COLLECT YOUR CHILD IN YOUR ABSENCE.  
 NAME \_\_\_\_\_ PHONE NO: \_\_\_\_\_  
  
 NAME \_\_\_\_\_ PHONE NO: \_\_\_\_\_
- PLEASE ADVISE US IN WRITING IF YOUR CHILD IS ALLOWED TO LEAVE THE CENTRE WITHOUT AND ADULT. YES/NO
- PLEASE ADVISE IN WRITING IF YOUR CHILD HAS ANY MEDICAL PROBLEMS, REQUIRES REGULAR MEDICATION, ALLEGIES (CANNOT EAT ANY TYPES OF FOOD DUE TO ALLEGIES OR RELIGIOUS REASONS) OR SPECIAL NEEDS.

**EXTENDED DAY - BREAKFAST CLUB – TERM TIME ONLY**

**Breakfast Club - £5.00 per session**

**Mon**  **Tues**  **Wed**  **Thu**  **Fri**

We require an advance payment of **[£15.00]** in order to secure your child’s place, which will be applied to the first month’s fees

I confirm that I have read the attached policy on fees and agree to accept the conditions for my child to attend.

**Tax Free Child Care Vouchers**

You can also use tax free child care vouchers. To check if you are eligible and to create an account please click on the following link. <https://www.gov.uk/get-tax-free-childcare>.

I will be paying fees by: **please tick ✓**

Direct Debit / Scopay

Tax Free Child Care Vouchers

Signed.....Date.....

Campsbourne School does not accept any responsibility for loss or damage of any items brought to the Centre

To comply with the Data Protection Act 2018 we need to your permission before we can take any photographs of your child:

1. May we use your child’s image in our printed promotional and publicity publications YES/NO
2. May we use your child’s image on our website?  
YES/NO

**Office use:**

**Deposit Received**

**Date:**

**Initial:**

**Receipt Number**

**Bookings Made**

**Date:**

**Initial:**