



## EXTENDED DAY POLICY AND PROCEDURE

<b>Version</b>	<b>7</b>
<b>Date of latest version</b>	<b>June 2023</b>
<b>Date to be reviewed</b>	<b>June 2024</b>
<b>Changes:</b>	
<b>Changes to charging rates and pre-booking period</b> <b>Addition of 'Family' to registration fee</b> <b>Addition of notification of cancelling bookings if 3<sup>rd</sup> staff member cannot be secured</b>	

### **Why has a policy been written?**

The governing body of Ropley CE Primary School took over the running of the Club in September 2019. The registered body is the governing body of Ropley CE Primary School. As the club is part of the school's extended day it will be inspected at the same time as the school is inspected by Ofsted. The school does not need to register the club separately with Ofsted.

### **Aims and Principles**

- To provide a safe and nurturing environment for children before and after the school day
- To ensure that children feel included, secure and valued
- To provide children with supervised play activities that are based on the child's choice and interests.
- Staff will respond to each child's needs and interests through positive interaction.
- To provide food and drink that is suitable for breakfast and a light tea.

### **Who is responsible for the day-to-day running of the club?**

A club leader is responsible for the day-to-day running of the provision. The Headteacher oversees the running of the provision. The Admin team organises the booking and payment procedures.

### **How do we ensure that we fulfil legal requirements?**

We meet the requirements of current legislation pertaining to After School Clubs according to The Children's Act Regulations. The club is monitored regularly by the Headteacher and the Extended Day Governor (appointed by the Governing Body) from Ropley CE Primary School as they are responsible for overseeing the club.

### **How do we safeguard the health and safety of everyone at the club?**

The protection and safeguarding of the child is the first priority and all staff have to have had safeguarding training at the school. Staff are trained in Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively and will pass information to the Headteacher who is also the DSL.

Children are secure and safe on the premises and children are not able to leave the premises unsupervised. Children are supervised at **all times**, the definition of supervision being **within sight or**

**hearing of a member of staff.** Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled and visitors must sign in.

At least one member of staff must hold a current paediatric first aid certificate and all other staff must have a basic first aid certificate or be booked on a course to do basic first aid. The administration of medicines is carried out only under advice and according to school policy.

A First Aid cupboard and area is clearly identifiable and accessible.

The leader takes steps to promote safety and ensures precautions are taken to prevent accidents. Procedures are in place for recording incidents. Actions are taken to minimise risks, and the premises are kept clean. This is particularly important in the area of food preparation where one member of staff must have possession of a Basic Food Hygiene Certificate.

### **Are the children provided with food and drink?**

Children are provided with adequate food and drink, prepared on the premises by staff. Snacks are healthy and nutritious. Staff are seated with children during meal times and encourage a “family” type atmosphere. At least one member of staff holds a current Basic Food Hygiene certificate and all food and drink complies with dietary and religious requirements and with the school’s status as a “Healthy School”. Parents submit an information form outlining allergies. Fresh drinking water is available to children at all times.

### **What is our policy on Special Needs and Disabilities?**

Extended day follow our SEND Policy which is on our website

### **What is our policy on equal opportunities?**

Extended Day follow our Equal Opportunities Policy which is on our website.

### **GDPR**

Data protection at the club is overseen by the school and is governed by the same policies as the school. For more information, please refer to the GDPR Policy on our website.

### **What activities can we offer?**

Furniture, equipment and toys are provided for a range of activities. The age of children is considered so that activities are appropriate. Equipment conforms to British Safety Standards. Most sessions are split to include a sit down time having a snack and drink, an outdoor activity and an indoor activity. The extended school day spaces provide the following areas or resources that will be used on a rotational basis:

- Role play dressing up costumes
- Large and small construction
- Bowfell climber and trim trail outside
- Writing and drawing with a range of writing and drawing resources
- Making area with access to a choice of natural and man-made resources
- Toys
- Hama beads and other small fine motor activities
- Painting and creative equipment
- Outside areas such as the playground, school field and MUGA
- The extended school provision uses the hall at the end of every day, which means children can do dance, drama, films and games.

## **What is our policy on behaviour?**

Staff follow the school Behaviour Policy which can be found on our website, including consequences of poor behaviour including Suspensions and Exclusions.

## **Involving Parents**

Parents/carers are the child's first and most enduring educators. When Parents/carers and practitioners work together, the results have a positive impact on the child's development. A successful partnership needs to be a two-way flow of information, knowledge and expertise. We aim to develop this by:

- Operating an "open door" policy, whereby parents/carers can come and discuss concerns and developments in an informal manner, and are able to come and see the extended school in operation to ensure they are happy with where their child is and what he/she is doing.

## **Head Teacher**

The Head teacher's role is to support and challenge the extended school day staff in order to secure the highest quality experience for the children at the extended school. The Head Teacher is responsible for the overall running and quality of the extended day provision.

## **First aid**

All staff at the extended day have been first aid trained. At least one member of staff has a paediatric first aid qualification. Please see our First Aid policy for more information.

## **Admissions**

### **Charges from September 2023**

#### **Advance Bookings (ideally made half a term in advance)**

- Breakfast Bees - £7.00 per session includes breakfast
- The Hive - £12.50 per session includes snack and drinks
- The Hive – Short Session - £7.00 per session, 3.15pm-4.00pm
- The Hive - Fridays only – 3.15pm to 4.30pm - £8.00 per session. There is no option for a short session on Fridays.

#### **Ad hoc Bookings (any bookings made with less than 48 hours notice)**

- Breakfast Bees - £8.00 per session includes breakfast (Before 8.15am)
- The Hive - £15.50 per session includes snack and drinks
- The Hive – Short Session - £8.00 per session, 3.15pm-4.00pm.

## **Admissions and Booking procedures**

Breakfast Bees and The Hive are inclusive clubs that welcome children from all backgrounds.

Breakfast Bees and The Hive is only available to children who attend Ropley CE Primary School.

The clubs can accommodate a maximum of 25 children at any one time. When bookings go over 15 children, we will source a 3<sup>rd</sup> staff member. If we cannot source an additional member we reserve the right to cancel bookings for the safety of the children at the club.

- All sessions must be booked in advance using the online booking system, ideally for the half term. Payment will be made during this process.
- Additional sessions may be available at short notice, but are not guaranteed. Additional sessions where you are giving more than 48 hours notice must still be booked and paid for online. Ad hoc sessions (where you are giving less than 48 hours notice) must be booked via the school office for The Hive and via the Club leader for Breakfast Bees. These ad hoc sessions must be paid for in cash, either when you drop your child off (Breakfast Bees), or via your Scopay account. If your

account does not have the funds to make the booking then your place will not be confirmed until your account is brought up to date.

- If you have not booked a session and your child arrives we will contact you to collect your child
- If you use childcare vouchers please let the school office know in advance of making your booking for details of how to allocate funds.
- As this is a school run provision we have no funds available to cover non-payment.
- Registration fees of £25 per family must be paid prior to your child's first session. This fee is used to replenish our resources throughout the year as needed.
- **We cannot offer refunds for any sessions your child does not attend.**

## **Breakfast Bees and The Hive Policy and Procedures for safe arrival and departure**

### **Breakfast Bees 7.30am – 8.40am**

- Pupils must not be left unattended prior to the start of the club
- All pupils must be signed in by a parent or guardian
- Pupils will be escorted to the playground at the start of the school day by a designated member of staff
- Breakfast will be served until 8.15am. Children arriving after this time will be offered cereal or toast only, to allow time for cleaning down and tidying up ready for the gate to open at 8.35am for the start of school.

### **The Hive – End of school day until 6.00pm (Monday to Thursday) End of school day until 4.30pm (Friday)**

- At the end of the school day (3.15pm) pupils will be sent to the Outside Classroom by their class teacher to be registered by Extended day staff.

If a child is not there who was expected to attend, the school office must be notified immediately and the 'missing child' policy put into place. This must be completed before 3.30pm.

### **Collection of children from The Hive**

- All children must be collected from the club by the parent/guardian or their nominated representatives
- Parent/guardians must inform the school office if anyone other than their two nominated adults collect their child (details on registration form)
- Children must be collected by an adult (i.e. a person over the age of 18)
- No child will be released into the care of a person for whom the club staff have any concerns
- The person collecting the child will be asked to sign the register, confirming that they have taken the child and at what time.

### **Non-collection of children**

- If a child is not collected from the club at the end of the session, club staff will check with the school office or the club mobile phone for a message
- If no message has been received the parents/guardian or other contacts on the registration form will be telephoned, until a responsible person is found to collect the child.
- **Parents/guardian will be charged £5.00 for every 15 minutes they are late after 6.00pm**
- If your child is not collected, we will make every effort to contact you. If this is not possible, to ensure your child is safe beyond this time it may be necessary to contact the local authority, e.g. Police or Social services