

St Paul's Church of England Academy



EXTENDED SCHOOLS POLICY

Person responsible for the policy	Head of Administration
Date reviewed and shared with staff	October 2023
Date to next be reviewed by staff	October 2024
Date ratified by the Governing Body	September 2023
Signed by Chair of Governor:	Signed by Co-Head Teachers:



St Paul's Church of England Academy

Extended School Policy



The After School Club (SPLASH) and Breakfast Club at St Paul's Church of England Academy 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

St Paul's Church of England Academy 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.

Principles

- The After School Club (SPLASH) and Breakfast Club, with other in-school clubs, form the extended services provision for pupils at St Paul's CE Academy
 - 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 8:00am and 8:40am (the start of the school day)
 - The after school club will operate between 3:00pm and 6:00pm, with the following options available to parents:
 - 3:00pm - 4:00pm
 - 3:00pm - 5:00pm
 - 3:00pm - 6:00pm
 - 4:00pm - 5:00pm
 - 4:00pm - 6:00pm
 - Those pupils remaining on the school site after 4pm will be offered a light tea.

Roles and Responsibilities

- The Extended School Services Leader is the Head of Administration, Tracy Webb
- The academy will appoint a Breakfast Club Room Lead and an After School Club (SPLASH) Room Lead to supervise these clubs.
 - Administration will be carried out by the office and admin team.
 - The Extended School Services Leader, the Breakfast Club Room Lead and the After School Club (SPLASH) Room Lead 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 via Arbor, having completed the Registration Form and accepted the terms and conditions (see Appendix 1).
- Parents are responsible for notifying the academy of any intended absence and for ensuring that pupils are collected at appropriate times. Failure to collect your child will result in a call being made to Children's Services.
- The academy reserves the right to charge parents or carers who are persistently late collecting their child or children.
- The academy will ensure a smooth transition from breakfast club to class and from class to after school club.
- The After School Club Room Lead will ensure that all pupils have been collected at the end of the session before leaving the site.
- The academy will ensure that all activities are safe and risk assessed, and that any incidents, accidents or injuries are reported to parents according to agreed academy procedures.
- The academy 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 academy 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 (SPLASH) will be based in the hall, and may use the outdoor playground and field, BMX track, Forest School as appropriate.
- Staffing ratios will be observed at all times:
 - For children aged 4-8 the ratio is 1:8.
 - For children aged over 8 there is no statutory ratio but the academy will observe a ratio of 1:10.
 - A minimum of two staff will be on duty at any time.

Appendix 1

Terms and Conditions for St Paul's Church of England Academy Breakfast Club and After School Club (SPLASH) bookings

1. All children will require a completed Registration Form which is on our website before they are able to make any bookings to either club.
2. All children will require a confirmed booking in order to attend any of the extended schools services.
3. All fees are payable in advance via Arbor.
4. No reduction or credit will be given should a child be absent for any reason.
5. The academy reserves the right to apply a late collection charge of £3.50 for every hour or part thereof after the agreed collection time.
6. The academy reserves the right to withdraw a child's place if a payment is missed.
7. The academy 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.
8. The academy reserves the right to discontinue a place if a child is unable to behave appropriately or cope with the extended hours.
9. The academy will not offer a place to a Reception child until they have completed a successful transition into school.
10. A parent/carer, 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 registration form and any changes updated where necessary.
11. These terms and conditions are additional to our Home School Agreement that apply to St Paul's CE Academy during the course of the school day.