



Homefield Church of England Primary School

# **Extended School Services Policy**

**2018**

## **Introduction**

Extended services are additional services and activities offered by schools to pupils, their families and the community. These services often take place outside of normal school hours and can include access to childcare, sports activities and support for learning.

At Homefield Church of England Primary School we believe that a child's time at school can be enhanced by having access to a wide variety of extra-curricular opportunities. By joining clubs and groups, children will be able to develop their social skills, make new friends, discover new talents and develop life skills.

## **Types of extended services on offer**

At Homefield CofE Primary School we offer a wide range of services outside of normal school hours. These broadly fall in to three categories:

- Daily childcare through breakfast and afterschool club
- Afterschool clubs provided by school staff
- Afterschool and holiday clubs provided by external providers

## **Safeguarding**

The school Child Protection and Safeguarding Policy will be adhered to at all times and in all clubs. Club leaders will be fully DBS checked and their details logged on the school's Single Central Record. Any safeguarding concerns will be reported to the Senior Designated Professional (SDP) immediately using the agreed forms.

If no SDP is present in school at the time then club staff should phone or email the Headteacher before leaving for further advice. Contact details can be obtained from the school office.

## **Behaviour**

All extended services will follow the school behaviour policy at all times. Children who fail to behave will be sanctioned as they would in class. This may lead to detentions and time out being used. Children who persistently misbehave will no longer be able to access the school's extended provision. If this were to occur the Headteacher would review the situation on a half termly basis.

## Daily Child Care through Breakfast and Afterschool Club (ASC)

### Rational

At Homefield CofE Primary School we offer daily childcare before and after school. This enables parents to access cost effective childcare whilst they are working. ASC should be a warm, family environment where children can relax after a long school day whilst accessing high quality developmental activities.

### Opening hours and fees

Breakfast club	8.00am – 8.40am	£2.00
20p breakfast club	8.30 – 8.40	20p
Half session	3.10pm – 4.45pm	£4.00
Full session with no tea	3.10pm – 5.45pm	£5.50
Full session with light tea	3.10pm – 5.45pm	£6.50

Light tea includes beans/spaghetti/jam/scrambled egg on toast etc.

All sessions include a snack on arrival.

Snacks include fruit, breadsticks, cheese, cucumber, cherry tomatoes and a drink.

### How and when to pay

- Fees should be paid in advance where possible unless an arrangement has been made with ASC.
- All fees need to be paid in full by the end of each week unless agreed otherwise.
- Fees can be paid into the school office in a named envelope or to ASC staff when collecting.
- Parents will receive a reminder text on a weekly basis informing them of the amount owed.
- Parents will receive an invoice at the end of each month if any fees are outstanding with a due by date.

### Late payment

- If payment is not received by the due date on the monthly invoice, two further reminders will be sent.
- Non-payment after the two reminders will be referred to school finance officer, who will write to parents requesting payment on behalf of the Headteacher.
- Non-payers after this point will be referred to the school Governing Body – access to ASC will be unavailable until fees have been paid, or a payment plan is in place.

### **Booking a place**

Places for ASC can be booked in person at the school office or by telephoning the school. There is a maximum of 24 places each evening. The school is happy to accept bookings at short notice as long as the maximum number is not exceeded.

Regular attenders can be booked in on a termly basis, parents are requested to notify us if they no longer require the place.

### **Cancelling a place**

If parents no longer require a booked place they are requested to notify the school at the earliest opportunity so that the place can be offered to another child if needed.

No payment is required if a place is cancelled. If payment has been received in advance this will be credited and carried forward. If no cancellation is received and the place is not taken up, the school reserves the right to charge the parent for the place.

### **Closures**

If Homefield Primary School is closed due to bad weather or the club has to close due to staff illness any fees paid in advance will be credited and carried forward.

No fees will be due from anyone booked into ASC on the night of the closure.

### **Late Collection of Children**

Children must be collected promptly at the end of the session.

Children who are booked into a half session but are not collected by 4.45pm will be charged the price of a full session with no tea (£5.50)

Children who are not collected by 5.45pm will be charged a late collection fee of £4.00. Children who are collected late on a regular basis will no longer be able to access ASC.

## **Afterschool clubs provided by school staff**

### **Rational**

At Homefield CofE Primary School we offer an extensive menu of lunchtime and after school clubs. These sessions enrich our school curriculum and allow children to try their hand at something new or develop existing talents.

### **Times and fees**

All club times will be listed in the half termly clubs letter, however most clubs will last for 1 hour between 3.15pm and 4.15pm. Occasionally clubs will need to run longer than this but parents will always be notified in advance.

All clubs run by school staff will be provided free of charge to ensure that there is equal opportunity for all. Where a club is providing expensive materials (e.g. woodwork or craft club) a small voluntary contribution may be asked for to cover the costs.

### **Booking a place**

School clubs are announced at the start of each half term through a letter sent out to all children. Parents may then sign up for clubs in person or by telephone the following morning. Most clubs will have limited places – these are offered on a first come, first served basis.

In the first instance, children are limited to booking two clubs at a time. If places are still available after the initial sign up period has passed parents will be informed by text message.

### **Cancellation**

If parents no longer require a booked place they are requested to notify the school at the earliest opportunity so that the place can be offered to another child if needed.

If a club is cancelled by the school after 8am on the day of the activity, a free half session at ASC will be offered.

### **Late Collection of Children**

Children must be collected promptly at the end of the session.

Children who have not been collected within 15 minutes of the end of the club will be placed in ASC and the half session price will be charged (£4.00).

## **Afterschool and holiday clubs provided by external providers**

### **Rational**

At Homefield CofE Primary School we offer a selection of clubs run by external providers. This enables us to offer specialist clubs that require equipment or skills not available in house.

### **Times and fees**

All club times will be listed in the half termly clubs letter, however most clubs will last for 1 hour between 3.15pm and 4.15pm. Occasionally clubs will need to run longer than this but parents will always be notified in advance.

All clubs run by external providers will have a small cost attached to them. This is subsidised by the school at all times to keep costs to a minimum. Fees should be paid half termly by the start of the first session and can be paid at the school office, or in a named, sealed envelope to the club leader.

### **Booking a place**

School clubs are announced at the start of each half term through a letter sent out to all children. Parents may then sign up for clubs in person or by telephone the following morning. Most clubs will have limited places – these are offered on a first come, first served basis.

In the first instance, children are limited to booking two clubs at a time. If places are still available after the initial sign up period has passed parents will be informed by text message.

### **Cancellation**

If parents no longer require a booked place they are requested to notify the school at the earliest opportunity so that the place can be offered to another child if needed.

If a club is cancelled by the school after 8am on the day of the activity, a free half session at ASC will be offered.

Sessions that have been attended will need to be paid for. Any monies for future sessions will be reimbursed or carried forward.

### **Late Collection of Children**

Children must be collected promptly at the end of the session.

Children who have not been collected within 15 minutes of the end of the club will be placed in ASC and the half session price will be charged (£4.00).

*This policy was written in February 2018 and taken to Governors.*

*This policy will be reviewed in 2020 unless government legislation requires an earlier update.*

Signed: ..... (Headteacher)

Signed: ..... (Chair of Governors)