



# Royles Brook Primary School

## Extended Services Policy 2024-2025

Policy Version & Issue Date	V1.0 September 2024
Date of next review	September 2025
Person responsible for Review	J. McKinnon

# Extended Services (Breakfast and After School Club) Policy



## Aims

Through our Breakfast and After School Club we intend to:

- Provide opportunities for fun, enjoyment and learning through a range of activities.
- Encourage children to develop friendships between age groups and work together cooperatively.

## Hours

- Breakfast club run from 07:45 – 08:45 Monday to Friday during term time.
- After school club runs from 15:15 – 17:30, Monday to Friday during term time.
- All spaces are subject to availability based on ratios.
- Places are allocated on a first come first serve basis.
- Children can be dropped off at breakfast club and collected from after school club at any time during the hours the club runs.
- The club is open to all children from Reception to Year 6.
- Children will be escorted their class at the end of breakfast club and to the after school club at the end of the school day.

## Admission, booking procedures and payment of fees

- Registration forms, available from the school office, must be completed prior to a child starting at the club.
- Emergency contacts and password must be given before a child can attend the club.
- To ensure a place the required day(s) must be reserved and paid for whether or not they are used (unless the child is absent from school due to illness or on a school trip).
- Fees should be paid no less than a week in advance.
- Places are set until cancelled.
- One-off slots can be booked, if space is available, with at least one full week's notice and fees must be made at the time of booking. Any empty places will be available for 'on the day' bookings.
- Should you no longer wish your child to attend, you must give at least one full week's notice in writing.
- Waiting lists will be run for over-subscribed days.
- Fees must be paid through Parent Pay.
- Some concessions may be available. A meeting can be arranged to discuss this.



- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact parents/carers to arrange immediate collection.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the team as soon as possible.
- In the unlikely event that there is debt against the school, the place will not be given or will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with a member of the leadership team, and subject to availability.

### Absence

- If your child does not attend a session the full amount will still be charged. If your child is not in school due to illness you will not be charged if you have provided the school with adequate proof.
- There will be no charge if the child misses a session due to an educational or residential trip.

### Venue

- Breakfast/After School Club is based in the school hall, and has access to all the facilities of the school.
- Should the Breakfast/After School Club need to be based in a different location, signs will be displayed informing parents/carers of where to collect their children.

### Register and Collecting

- A register of children who attend Breakfast/After School Club is taken at the start of each session
- Parents will collect their child(ren) from the main school office door.
- If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately.
- If someone else will be collecting a child, the Breakfast/After School Club or office staff must be informed by telephone.
- Each family must agree a password with Breakfast/After School Club, to be used by other adults collecting their child.
- The clubs telephone number, during session opening times, is 07752868674.

### Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have been provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.



- Staff will follow and record late collections as per the school's late collection policy.
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time. This will commence from the third time the child is collected late.
- We follow the Lancashire Safeguarding Children Board Policy and Procedure for Primary Age Children not collected from school at the end of the school day which could result in Children's Services involvement.

### Snacks

- A breakfast is provided in the morning and a snack in after school club.
- Fresh drinking water is available to the children at all times.

### Activities/ Provision

- A range of activities are planned each session for the children in Breakfast/After School Club. These may include role-play, creative, reading, cooking, construction, computers/iPads, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The ages of the children are considered when planning activities to ensure they are appropriate.

### Behaviour

- Children and staff are expected to follow the School's Core Values and British Values whilst attending the Breakfast and After School Clubs.
- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

### Health & Safety

- Staff must follow the Royles Brook Primary School Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the school Emergency Plan.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.



## First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded as per school policy. The accident will be reported to the parent/carer when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

## Staffing

- All staff will adhere to the Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 20 children.
- All Breakfast club and After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a qualified member of staff and a senior member of staff be contactable during session opening times.

Enquiries regarding bookings and payments: [a.tauber@roylesbrook.lancs.sch.uk](mailto:a.tauber@roylesbrook.lancs.sch.uk)