

Extended School Policy
(Breakfast Club and Afternoon Fun Club)



"I am the vine, you are the branches"

St John's Catholic Primary School – Extended School



At our extended school clubs (Breakfast and Afternoon Fun Club), we believe in open communication with all our parents and carers. This policy is presented to help ensure that everyone involved understands what we are trying to achieve.

Capacity:

Breakfast Club – 45

Afternoon Fun Club – 30

Enrolment:

To enrol your child(ren) in either the breakfast or after school club, a booking form must be completed, please see appendix 1 and appendix 2.

Extended school sessions for your child(ren) must be selected at time of enrolment. Due to staffing levels, any requests to change sessions must be made in advance, via the online form or email. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we require as much notice as possible to ensure staffing levels can be adjusted accordingly.

Admittance to breakfast or our afternoon fun club will not be granted if it has not been booked; ad hoc bookings are only permitted if they have been authorised. We are sorry for any inconvenience this causes, but it is imperative that the health and safety of the children and staff is maintained at all times. In order to do this we must have numbers in advance of planning staffing levels.

Whilst we operate rolling admissions to clubs, bookings are for a week at a time. For example, you must make your choice of days by Thursday afternoon, for the following week. To cancel your place, you may give notice at any point, but your place will remain as charged, until the end of the end of that week.

Every Monday you will receive the online form to reply with your selection of chosen days to attend the following week. If we don't receive your reply, we will copy your selection from the week before and invoice you accordingly.

SEN/One-to-One Pupils

Due to additional staffing and safe guarding requirements for those children who require one-to-one support, we are unable to except bookings for these pupils to either of these clubs.

St John's Catholic Primary School – Extended School



Session Times:

Extended school clubs run Monday to Friday, term-time only.

| Breakfast Club | Afternoon Fun Club |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Breakfast Club doors open at 7.30am No entries will be permitted before 7.30am Door close promptly at 8.30am | Afternoon Fun Club will be 3.20pm-5.30pm Children will need to be collected from the new gate by the Reception Classroom. |

As the extended school runs outside of normal schools and, should you need to contact the breakfast club or the afternoon fun club whilst the school reception is not staffed, you should use the following phone number: 07983216155, to contact the supervisor, Mrs Holt.

Payment:

Payment is in advance and will be invoiced on a weekly basis. Invoices will be generated every Friday for the forthcoming week, through Parentmail. Advance payment is required to secure your child's place within the extended school clubs. Refunds will not be made for any missed booked sessions, please see paragraph below on charges.

Charges:

| Breakfast Club | Afternoon Fun Club |
|---------------------------|---------------------------|
| 7.30-8.45am £3.00 per day | 3.20-5.30pm £5 per day |

Booked sessions will be charged for, irrespective of absences, this is to cover staffing provision. If your child is involved in an after school club, they may attend at 4.30pm but there will be no concessions on the charge of £5 per session.

Late collection of children will incur a fine of £5 per child. There may be times beyond your control that mean you cannot collect your child on time. However, after two previous late collections you will incur a fine of £5 per child, for every 5 minutes of being late, for each subsequent late collection.

St John's Catholic Primary School – Extended School



Pupil Premium:

There is no automatic discount for pupil premium children. If your child is a pupil premium child, needs to attend breakfast club and/or afternoon fun club and you have difficulties meeting the payment, please contact the school. Individual circumstances may be taken into account, at the discretion of the Head Teacher, but are not guaranteed.

Notice of any increase in charges:

We will give one month's notice, in writing to parents, of any increases in charges.

Included in the charge:

Children will be cared for by the extended club supervisor and assistants. A variety of age appropriate activities will be available for the children to take part in, including quieter options to give the children the opportunity to relax if they wish to. The breakfast club is based in the school hall, the afternoon fun club will be based in the Reception classroom.

Activities may include but will not be limited to:

- Arts & Crafts
- Reading
- Board Games
- Physical Activity
- Quiet space for homework
- And other such themed activities deemed suitable

Food and Drink:

All our extended school staff receive food hygiene and nutrition training to ensure the highest standards are maintained.

At breakfast club, a healthy breakfast will be served with a choice of cereal and milk, toast and toppings, fruit, milk or water.

At Afternoon Fun Club, a healthy snack will be served. This will be sufficient to keep the children going but we do not recommend that it replace a full meal. Examples of the types of foods that will be served include

- Toast/Crumpets
- Sandwiches (with a selection of fillings such as jam/cheese spread)
- Cereal bars
- Bread Sticks
- Yoghurt
- Fruit
- Vegetable/Salad snacks
- Water/Squash

Ethos and Policies:

The extended school clubs function under the ethos and auspices of all main school policies. E.g. child protection, behaviour etc.

St John's Catholic Primary School – Extended School



BREAKFAST CLUB 7.30am-8.45am

Information provided on this form will be processed in accordance with our privacy notice which can be viewed on our website.

| | |
|-----------------------------|---------------------|
| Name of Child: _____ | Class: _____ |
|-----------------------------|---------------------|

Days Required with effect from: _____ (date)

| Monday 7.30-8.45am £3.00 | Tuesday 7.30-8.45am £3.00 | Wednesday 7.30-8.45am £3.00 | Thursday 7.30-8.45am £3.00 | Friday 7.30-8.45am £3.00 |
|--------------------------------|---------------------------------|-----------------------------------|----------------------------------|--------------------------------|
| | | | | |

Does your child have any allergies? No Yes, please give details below

Any other information you would like to share with the Breakfast Club Staff:

In signing this booking form, I commit to pay half-termly in advance and understand that changes to sessions can only be made in writing, in accordance with the Extended School policy and that any absences are chargeable to secure my child's place.

Parent / Carer Signature:

Date:

St John's Catholic Primary School – Extended School



AFTERNOON FUN CLUB 3.20pm-5.30pm

Information provided on this form will be processed in accordance with our privacy notice which can be viewed on our website.

| | |
|-----------------------------|---------------------|
| Name of Child: _____ | Class: _____ |
|-----------------------------|---------------------|

Days Required with effect from: _____ (date)

| Monday 3.20-5.30pm £5.00 | Tuesday 3.20-5.30pm £5.00 | Wednesday 3.20-5.30pm £5.00 | Thursday 3.20-5.30pm £5.00 | Friday 3.20-5.30pm £5.00 |
|--------------------------------|---------------------------------|-----------------------------------|----------------------------------|--------------------------------|
| | | | | |

Does your child have any allergies? No Yes, please give details below

Any other information you would like to share with the Afternoon Fun Club Club Staff:

I give permission for my child to watch a PG Film

In signing this booking form, I commit to pay half-termly in advance and understand that changes to sessions can only be made in writing, in accordance with the Extended School policy and that any absences are chargeable to secure my child's place.

Parent / Carer Signature: Date: _____