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‘Recognising the value and worth of each individual’

Extended Schools Policy

(Breakfast Club and After School Clubs)

Policy compiled by: Clare Benbow, School Business Manager

Policy reviewed by: Kirsty Jimmison, Office Manager

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Our Mission Statement

Quality Education with Catholic Christian Values

- To provide a Catholic Christian based education with God at the centre of all learning.
- To create a strong, positive interaction between home, parish and school.
- To recognise the value and worth of each individual child and member of staff; building on strengths.
- To provide challenge in the delivery of the National Curriculum, taking into account individual needs and abilities with an emphasis on excellence.

PREAMBLE

St Cuthbert Mayne Catholic Primary School, in partnership with the Parish and Parents, will provide quality Catholic Education. Through the love of God, we will foster individual pupils, spiritually, socially, culturally and academically, by encouraging each child to strive for personal achievement and an awareness that their contribution is necessary for the good of the community.

AIMS

To provide high quality wraparound care on the school premises to reflect community demand and to meet the needs of parents and children wherever possible.

POLICY STATEMENT

For the purposes of compliance with legislation Breakfast Club and After School Club form part of St Cuthbert Mayne Catholic Primary School and will follow all school’s policies and procedures. The setting or organisation is St Cuthbert Mayne Catholic Primary School. This policy is written in line with the school’s Extended Schools Policy.

Breakfast Club and After School Club are run by support staff and overseen by the Senior Leadership Team (SLT). The day-to-day management of the clubs is by the Breakfast Club and After School Club Supervisors. The Head of School will be referred to as required and a member of the SLT will be contacted in school or by phone in the event of an emergency.

REGISTRATION

Breakfast Club and After School Club Terms and Conditions

January 2019

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Breakfast Club and After School Club accepts children aged 4 to 11 years who attend St Cuthbert Mayne Catholic Primary School. Breakfast Club operates daily from 7.30am to 8.40am during term time (except INSET days) and After School Club operates from the end of the school day, 3.15pm until 6.00 pm Monday to Friday, term time only (except INSET days and the last day of each full term).

All children must be registered with the club, by the named parent or carer, as per the school records, in order to attend. A registration form must be completed for each child. All records will be kept in line with the school's Data Protection Policy.

Copies of the booking and registration forms are available from the school office and the website.

REGULAR BOOKINGS

Breakfast Club and After School Club currently will accept 25 children each day

- Regular bookings can be requested for any number/ combination of days, as required.
- A waiting list system operates when the demand exceeds our capacity and parents will be contacted once a place becomes available.
- Regular bookings are mainly taken on a first come first served basis. However, siblings of children already attending will have priority over new starters and the school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need. In the event of a tie break in admission of siblings, greatest length of time on the waiting list will take priority.
- Once parents have a confirmed school place for their child for the following school year, they may request a place at Breakfast Club/ After School Club and may be placed on the waiting list. Applications for places will not be accepted prior to a school place being offered and accepted.

Booking forms can be downloaded from the website and should be returned electronically via email to info@stcuthbert-mayne.surrey.sch.uk. Once booking forms have been returned and a child has been allocated a regular space, an invoice will be issued for the half term. Payment is due in advance of the term/ half-term/ at the start of each month. Payment can be made via Scopay, bank transfer, and childcare vouchers can be accepted for schemes for which the school is registered. The school reserves the right to suspend a child's place at Breakfast Club or After School Club if payment is outstanding.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will take the form of a credit for the next term's fees.

CANCELLATION OF REGULAR BOOKINGS

Parents must give 10 working days' notice (term time only) via email for any cancellation. Parents will still be charged if a cancellation is not made within the 10 working day notice period. If a child's space is cancelled for more than two consecutive weeks then this will result in the child's space being cancelled permanently and offered to someone else. When 10 working days' notice of cancellation has been given via email, a refund will be issued in the form of a credit on account for the next term's fees. However, refund/credit on account of childcare vouchers cannot not be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred

to a sibling's extended school club account in the form of a credit. Refunds will not be given in the case of absence due to illness.

For residential visits we shall assume that Breakfast and After School Club spaces will not be required while the children are away, however we will assume that spaces will be required on the day of departure for Breakfast Club and After School Club on the day of return.

AD HOC BOOKINGS

Ad hoc bookings (where the child does not have a regular booking, but parents require a one-off space on a specific day) should be made via email to info@stcuthbert-mayne.surrey.sch.uk or by contacting the school office by phone or in person but are subject to places being available. A separate waiting list system operates for ad hoc bookings. Individual circumstances will be taken into account and priority spaces may be allocated according to need, otherwise a first come first served basis will apply. Sessions should be paid for in advance of the session booked. We have the right to refuse any family for non-payment of fees.

CANCELLATION OF AD HOC BOOKINGS

Where an ad hoc space has been issued, parents must give notice of five working days (term time only) for any cancellation. Parents will still be charged if a cancellation is not made within the five day notice period. If a child's ad hoc space is taken up but then cancelled for more than two consecutive weeks then this will result in the child's name being returned to the bottom of the waiting list.

If an ad hoc space is offered with less than five working days' notice (term time only), parents will be required to pay for the session up-front, at the time of booking. Payments may be made via Parent Pay, or bank transfer. Any cancellation made after this payment will not be refunded.

Refunds will not generally be issued unless, due to exceptional circumstances, the club is unable to run. Refunds will take the form of a credit on account for the next term's fees. However refund/credit of childcare vouchers cannot be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit. Refunds will not be given in the case of absence due to illness.

TERMS AND CONDITIONS OF BOOKING

For full Terms and Conditions see Appendix A – Breakfast Club and After School Club Terms and Conditions.

PLAY

Breakfast and After School Club is committed to providing quality play experiences for children aged 4 to 11 years. The clubs will endeavour to create a stimulating environment for children that will foster their independence and self-esteem whilst supporting the following aims;

Being healthy

- Staying safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic wellbeing

- As playworkers, staff support and facilitate children's play by incorporating the Playwork Principles into the club's ethos.
- Children will be involved in setting the club's rules and ensuring they follow the school's rewards and sanctions, as outlined in the school's Behaviour Policy.
- Children's comments and suggestions will be listened to and responded to accordingly.
- Questionnaires will be sent home periodically for both parents and children to review the facilities that the club offers.
- The children have an element of choice from the resources available of what they would like to do at the club both indoors and outdoors.
- The children are allowed to choose toys and equipment, but also have the responsibility to put away any equipment they get out.
- We celebrate all cultures and diversities and incorporate this into our planning.
- We value every child and their achievements.
- A quiet area for homework will be provided for children who wish to use it.

ARRIVAL AT THE CLUB

It is our policy to ensure all children feel welcomed and secure throughout their time at the club.

Breakfast Club

Parents or carers can drop children at Breakfast Club between 7.30am and 8.30am, this is to ensure that all children have time to eat breakfast. The Breakfast Club runs from 7.30am to 8.40am when classes open. Access to the club is via the Green main playground gate. Parents are required to press the intercom button at the side of the green gate whereby a member of staff can let them in. Once greeted by a member of staff, parents/ carers are then asked to sign the child in at the entrance to the wrap around care room.

After School Club

EYFS and KS1 children will be taken to the club from their classroom by a member of the Wrap Around Care team who has a register for that day's session. All other children attending the club may make their own way to the club once dismissed by the class teacher in the playground. The club staff will greet the children. Children attending extra-curricular clubs prior to attending the After School Club will be dropped off at After School Club by the club leader, once their first club has finished. Upon arrival they will be registered into the club.

On arrival at the After School Club the children are greeted by the staff, will be registered and will put away their belongings. Any new children will be introduced to staff and shown where the toilets are.

If a child on the register is not in attendance (where no absence has been communicated), the supervisor will first establish the child's whereabouts with his/her class teacher and/or the office to establish if a message has been received. If this is not the case the parent will be contacted to ascertain the child's whereabouts. If the parent is unaware of the child's whereabouts the Head of School/ member of SLT will be informed and a thorough search of the school grounds will be conducted. See Lost Child procedures (below) for further guidelines. **Where a child has left the classroom after being dismissed by their teacher to attend After School Club, but has not arrived at After School Club as expected, the same procedures will be followed.

A full report of the incident will be recorded and filed.

COLLECTION FROM AFTER SCHOOL CLUB

It is the After School Club's Policy that all children are collected from the club by the appropriate named person.

Children can be collected from the club at any time from 3.30 – 6.00 pm.

Parents or carers must sign out children as they are collected and the time of collection noted on the register for that day (see Appendix B – Daily Register).

The club operates a password system for collection by persons unknown to the club. A password will be identified on the registration forms for each child and kept securely at the club. If someone comes to collect the child who is not the known parent or carer they will be asked for the agreed password by staff. If staff have any doubts regarding collection of children it is their responsibility to attempt to contact the parents. If any issues arise they should speak to the child's class teacher or a member of the school's Senior Leadership Team and ask advice.

After School Club will refuse collection of a child if a parent or carer arrives and is deemed to be intoxicated with either drugs or alcohol. The decision will be made by the supervisor to telephone the emergency contact number and to arrange for someone else to collect the child; the duty social worker will also be informed.

If the parent/carer becomes abusive or makes a nuisance of themselves, the police will be called. After School Club has a duty to safeguard the welfare of the child, therefore no hesitation will be made when calling the police.

A full written report of the incident will be recorded and filed.

Emergency contact numbers

Multi-Agency Safeguarding Hub (MASH)	0300 470 9100
Out of hours service	01483 517898
Surrey Police	01483 571212
Emergency Services	999

If a parent or carer is late collecting their child a penalty of £5.00 per 10 minutes, per child will apply. The time the parent/carer collects the child will be noted on the register. Payment is due within 14 days via Scopy or bank transfer.

If a parent/carer fails to pay penalty charges on time or contact the club to come to an agreement about when they will pay, the school has the right to refuse a place at the club. If a parent or carer regularly abuses the 6.00pm deadline a written warning will be issued by the school encouraging them to collect their child on time. If late collections persist the booking will not be accepted for the following half term.

It is not the school's intention to penalise parents who regularly collect on time and penalties may be waived for exceptional circumstances if a parent or carer has communicated with the club. If a parent or carer is unexpectedly delayed, After School Club should be contacted on 01483 277955.

UNCOLLECTED CHILDREN

In the event that a child is not collected by an authorised adult at the end of a session, After School Club will put into practice agreed procedures. These will ensure the child is cared for safely. If possible the child will be cared for at school in order to cause as little distress as possible.

Procedures

- If a parent or carer is held up by unforeseen events and they are unable to collect the child by 6.00pm they must try and contact the supervisor to explain the reason and advise of the collection time or alternatively advise of another person collecting and confirm the agreed password.
- If no contact is made the supervisor will phone the contact numbers provided on the registration form.
- If there is no reply the supervisor will telephone any other emergency contact numbers on the registration form. Any person unknown to the club will be asked to provide ID when collecting the child.
- If no contact has been made by 6.30 pm Children's Services (MASH) will be contacted on the numbers listed above.
- A message will be left advising the parent of all action taken.
- The incident will be recorded and filed.

LOST CHILD

At Breakfast Club and After School Club a child's safety is maintained as the highest priority at all times. In the unlikely event of a child going missing the lost child procedure is followed.

Procedures

- A lost child is defined as a child who has arrived and been registered at Breakfast Club or After School Club but has since gone missing, or a child who has been dismissed by the class teacher to attend the After School Club, but has not yet arrived at the club.
- The supervisor will immediately make contact with the school office to request assistance from a member of staff.
- A member of staff will attempt to find out where the child was last seen and then carry out a thorough search of the premises.
- Another member of staff will retake the register to ascertain if any other children are missing and reassure all remaining children.
- If the child is found but unwilling to return to the setting a member of staff will remain with the child until the child's parents are contacted.
- If the child is still unaccounted for the school office and Senior Leadership Team will be informed and all available members of staff will help with the search.
- If the child isn't found the parents or carers will be contacted and alerted to the situation. With their agreement the police will be called and the child reported as missing.
- If parents do not agree to the police being informed they will be requested to attend the school premises immediately in order to help locate their child. If they cannot attend then the police will be informed as a matter of course.
- The search will continue until the child has been found or until advised by the police to stop.

- If the parents or carers can't be contacted the emergency number will be called. If they can't be contacted the police will be called immediately and the child will be reported as missing.
- The Head of School (or other available SLT member) and Chair of Governors will be informed and will provide the point of contact for the parents/ carers, throughout the incident and immediately afterwards.
- The Chair of Governors will carry out a full investigation into the incident or nominate a panel of governors to carry out a full investigation.
- The supervisor will write a full report into the incident detailing:
 - The date and time of the incident
 - What staff / children were at the club
 - When the child was last seen
 - What has taken place before and since the child went missing
 - The estimated time that the child went missing
- The supervisor will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made.
- If the situation warrants a police investigation all staff must fully co-operate.
- The incident will be reported under RIDDOR arrangements (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- OFSTED will be informed of the incident in writing and the outcome of the report.
- The insurance company will be informed of the incident.

PROCEDURE IN THE EVENT THAT THE CLUB IS UNABLE TO OPERATE

Breakfast Club and After School Club will endeavour to operate at all times by using a bank of school support staff who may be able to cover staff absence at short notice.

However, in unforeseen circumstances it may be in the best interest of children's safety that the Breakfast/ After School Club does not operate. If the school is not open due to exceptional circumstances then the Breakfast and After School Club will also be closed.

If Breakfast/ After School Club cannot operate as much notice as possible will be given to parents or carers to ensure adequate childcare arrangements can be made. In the event that Breakfast/ After School Club cannot operate at short notice the club managers and Head of School will instruct the school office to contact parents and advise them of the situation.

Fees will be credited if the club cannot operate (see above for full details).

FIRE SAFETY AND EMERGENCY EVACUATION

St Cuthbert Mayne School premises present a low risk of fire by ensuring the highest possible standard of fire precautions. Staff are aware of current legal requirements and the school's emergency evacuation plan.

Procedures

- Breakfast Club and After School Club is part of St Cuthbert Mayne Catholic Primary School and is therefore covered by the fire safety risk assessments and procedures.
- The assembly points for children attending Breakfast Club and After School Club will be in front of the church of Jesus Christ Redeemer of Mankind.
 - The club leader will have their mobile phone on their person
 - The club leader will gather children and the register and proceed to the assembly point.
 - The club assistant will be responsible for
 - Checking the toilets
 - Picking up the contact details
 - Taking out medicines and a first aid kit.
 - The Premises Manager will act as fire marshal and is responsible for
 - Sweeping the rooms to ensure all children and staff have evacuated
- On arrival at the assembly point the register will be taken by Breakfast Club or After School Club Leader.
- If a member of breakfast club or After School club staff discovers a fire, the call point should be activated. The club leader should nominate a member of staff to go to the office to await the call from Central Office who will ring to clarify the situation. If a real fire or they receive no response from the school the emergency services will be called to attend site.
- Children will not be allowed back into the building until the Fire Marshal (in the case of a drill) or appointed Fire Marshal on the day (if false alarm) or the fire brigade have deemed it safe.
- All fire drills will be timed and recorded in the Fire Risk Assessment folder by the Fire Marshal.
- In the case of a fire drill, upon taking the register, where a child is not present at the assembly point, the club leader will use the walkie talkie to instruct the staff sweeping the rooms that a child is missing so that the child can be located.
- In the case of a real fire, the missing child will be reported to the appointed Fire Marshal on that day who in turn will report this to the emergency services for further instructions.
- Fire Safety Procedures – See appendix C

ACCIDENT AND INCIDENT RECORDING

A trained First Aider will always be available on site at Breakfast Club and After School Club.

The following incidents will be recorded using the school standard forms.

- Minor accidents and treatment given, including head bump stickers for head injuries. Head injuries will be communicated with parents/ carers at collection from After School Club or will be recorded on head injury forms during Breakfast Club and communicated with teachers when the child joins the class at the start of the school day. A head bump sticker will be given so that all staff are aware throughout the day.
- Forms for accidents which involve sending children for medical treatment
- Accidents without injury and near misses
- Behavioural incidents between children and/or child and staff member.
- Damage to property – this must also be reported immediately to the school Facilities Manager and a member of the Senior Leadership Team
- Theft of personal or the setting's property
- An intruder gaining access to the premises

- Any attacks on members of staff or parents
- Any racial incident
- Death of a child
- A real or threatened terrorist attack
- Any child protection issues including but not limited to those already mentioned above

The following details will be recorded:

- The date and time of the incident
- Nature of the event
- Who was affected and what was done about it
- If it was reported to the police and if so a crime reference number
- Any follow up or insurance claim made
- Staff signature
- Parent or carer's signature

HEALTH AND SAFETY AND SECURITY

Breakfast Club and After School Club will follow the school's health and safety and security procedures set out in the relevant policies, including the administration of medicines.

In addition:

- Staff at the Breakfast Club and After School Club will remain in communication when staff take groups of children outside.
- In the case of an emergency the school office/ Head of School/ members of the Senior Leadership Team or available school staff will be called upon to attend immediately, unless already supervising children.
- A phone is available for parents to call during Breakfast Club and After School Club hours.

ST CUTHBERT MAYNE CATHOLIC PRIMARY SCHOOL

Breakfast Club and After School Club Terms and Conditions

1. OBLIGATIONS ON THE SCHOOL

1. The school will inform parents/ carers as soon as possible whether your application for a place in Breakfast Club/ After School Club has been successful.
2. A waiting list system operates when the demand exceeds our capacity. Where an application for a place cannot be fulfilled immediately, the school will place the child on the waiting list according to siblings/ need (see below; 1.3, 1.4)
3. Siblings of children already attending Breakfast and/ or After School Club will have priority over new starters.
4. The school reserves the right to take individual circumstances into account and use discretion to allocate places on the basis of need.
5. Parents will be contacted once a place on the waiting list becomes available.
6. The school will provide the agreed childcare facilities for your child at the agreed times (subject to any day where the school is closed).
7. A trained first aider will be on site at the Breakfast Club and After School Club at all times.

OBLIGATIONS ON PARENTS/ CARERS

2. BOOKINGS

- 2.1 Bookings must be made in advance via email to info@stcuthbert-mayne.surrey.sch.uk.
- 2.2 All children must be registered with the club in order to attend. A registration form (available from the school's website) must be completed for each child.
- 2.3 Parents may only apply for a place at Breakfast Club/ After School Club for new starters once they have accepted and the school have confirmed the offer of a place at the school. Applications for places will not be accepted prior to a school place being offered and accepted.
- 2.4 Regular bookings can be requested for any number/ combination of days, as required.
- 2.5 Regular bookings are mainly taken on a first come first served basis.
- 2.6 Once a space is offered, parents/ carers have a month in which to take up the space, before it is offered to someone else. Individual circumstances may be taken into account

and up to half a term may be allowed, but the space will be offered to another child on a temporary basis during that timeframe.

2.7 If parents/ carers wish to postpone a space for longer than half a term, the space will be offered to the next child on the waiting list and the original child will drop down a space on the waiting list.

2.8 Spaces must be accepted as they are offered per day and per club and cannot be held until additional days/ desired patterns become available. The only exception to this is in the case of siblings i.e. a space can be held for the first child on the waiting list until an additional space becomes available (for the same session only) for a sibling who is also on the waiting list.

3. PAYMENT

3.1 Fees must be paid in advance.

3.2 Fees may be paid via Scopay, bank transfer, and registered childcare voucher schemes.

3.3 The school reserves the right to suspend a child's place at Breakfast Club or After School Club if payment is outstanding.

4. CANCELLATION

4.1 Parents/ carers must give 10 working days' notice (term time only) via email for any cancellation.

4.2 Parents/ carers will still be charged if a cancellation is not made within the 10 working day notice period.

4.3 If a child's space is cancelled for more than two consecutive weeks then this will result in the child's space being cancelled permanently and offered to someone else.

5. REFUNDS

5.1 If a cancellation is made within the 10 working day notice period then a refund will be issued in the form of a credit on account for the next term's fees.

5.2 Refund/credit on account of childcare vouchers cannot be issued in the final week of the academic year for a leaver. Childcare vouchers can be transferred to a sibling's extended school club account in the form of a credit on account.

6. AD HOC BOOKINGS

6.1 Ad hoc bookings (where the child does not have a regular booking, but parents require a one-off space on a specific day) should be made via email to info@stcuthbert-mayne.surrey.sch.uk but are subject to places being available.

6.2 Where there are multiple requests for an ad hoc space a waiting list system operates, but priority will be given to siblings and will take into account individual circumstances (see 1.3, 1.4).

- 6.3 Sessions should be paid for in advance of the session booked. The school reserves the right to refuse any family for non-payment of fees.
- 6.4 Where an ad hoc space has been issued, parents/ carers must give notice of five working days (term time only) for any cancellation.
- 6.5 Parents/ carers will still be charged if a cancellation is not made within the five day notice period.
- 6.6 If a child's ad hoc space is taken up but then cancelled for more than two consecutive weeks then this will result in the child's name being returned to the bottom of the waiting list.
- 6.7 If an ad hoc space is offered with less than five working days' notice (term time only), parents/ carers will be required to pay for the session up-front, at the time of booking. Payments may be made via Parent Pay, or bank transfer. Any cancellation made after this payment will not be refunded.
- 6.8 Refunds will not generally be issued unless, due to exceptional circumstances, Breakfast Club and/ or After School Club is unable to run. Refunds will take the form of a credit on account for the next term's fees.

7. ABSENCES

- 7.1 Where a child will be absent from school due to illness, parents must also let the office know that the child will not be attending Breakfast/ After School Club.
- 7.2 Refunds will not be given in the case of absence due to illness.

8. DROP OFFS AND COLLECTIONS

- 8.1 Breakfast Club runs from 07:30 to 08:40. Children should be dropped at Breakfast Club no later than 08:30 to ensure that they have enough time to eat breakfast and subsequently be on time to class. If children arrive at class late due to having a late breakfast then they will be recorded as late on the register.
- 8.2 After School Club runs from 15:15 to 18:00. Children can be collected at any time from 15:30 to 18:00.
- 8.3 Children must be collected promptly by the end of the session at 18:00. A late collection fee of £5.00 per 10 minutes will be payable for each child if a parent is late, except under exceptional circumstances when the parent has been in contact with After School Club prior to the end of the session.
- 8.4 Children will only be allowed to leave the After School Club with a known parent or carer, as identified on the registration form. If the person collecting is unknown to staff, then prior permission must be communicated to the After School Club by the parent or carer and a password must be given, as identified on the registration form. Where the person is unknown to the staff, no permission has been given and no password has been communicated, the After School Club will refuse collection of a child.

9. GENERAL

- 9.1 Where a child attends another after school club or activity (within the school grounds), prior to attending After School Club, i.e. the child will arrive late at After School Club, parents should inform the After School Club in advance.
- 9.2 Breakfast Club and After School Club reserve the right to exclude a child if he or she consistently misbehaves or if any of the Terms and Conditions are not adhered to. Prior to exclusion, any problems will be discussed with the parent or carer and a member of the Senior Leadership Team in order to attempt to resolve the difficulties amicably. Breakfast Club and After School Club follow all relevant school policies, including the Behaviour Policy.
- 9.3 Any accident or incident and resulting action will be recorded on an accident and incident form and will be communicated to parents/ carers when the child is collected.
- 9.4 By completing and signing the booking form parents/ carers have given consent for a trained member of staff to administer first aid or to seek emergency medical advice or treatment for the child and on behalf of the parent/ carer in the event of an accident.
- 9.5 Breakfast Club and After School Club do not accept responsibility for the loss or damage of any personal belongings.
- 9.6 Breakfast Club and After School Club form part of St Cuthbert Mayne Catholic Primary School and will be inspected as part of the school's Ofsted inspection. Breakfast Club and After School Club follow the school's Child Protection and Safeguarding Procedures as laid out in the respective school policies.

Declaration of Consent to the Terms and Conditions for St Cuthbert Mayne Breakfast Club and After School Club

I..... as parent/ carer of
.....

(Class) confirm that I have read and will
adhere to the Terms and Conditions relating to St Cuthbert Mayne
Breakfast Club and After School Club.

Signed.....

Date.....