

Extended Provision Procedure

RIDGEWAY EDUCATION TRUST



SESSION TIMES AND FEES (September 2025)

Breakfast Club: 07:30 – 08:45 £5.50

After School Club: 15:15 – 18:00 £11.00

Please note that: The clubs cannot be responsible for children outside of the session times; fees are per the whole session, regardless of attendance duration.

TIMETABLES

Breakfast Club

From 07:30 children arrive and store their possessions. An adult will take their breakfast order and serve them. After Breakfast, there will be an assortment of activities available including outside play weather permitting.

Reception to Y3 will be taken to class by an adult, Y4-6 will go to class independently.

Afterschool Club

From 3.15pm. Y4-6 children walk to afterschool club independently, Rec to Y3 will be escorted by an adult to afterschool club. A light snack is offered on arrival and fruit at 4:30. Children will be offered a choice of activity including games, colouring, craft activity, they will also be supervised for outdoors recreational activities, weather permitting. Sessions ends by 6.00pm

Note: If a child is to attend a teacher-led, curricular club at school, the children will be handed over by curricular club teachers to ASC adults, at the end of the club. If the curricular club is cancelled, then the child will go directly to ASC.

AFTER SCHOOL CLUB - COLLECTING CHILDREN

Children can be collected any time during the club session. ASC staff will oversee the collection of children.

Standard procedure for late collection: There is a late collection penalty charge £5 per child collected anytime after 18:00 and £1 per minute thereafter. Parents/carers will receive an invoice for the penalty charge which must be paid, within 3 days, via School Gateway.

If a child is not collected 30 minutes after the end of the club session with no message of explanation received, and we cannot get hold of parents or emergency contacts, the school may contact the police and / or social services.

Parents can speak to club staff on the Breakfast and After School Club mobile 07788 638551 during club hours. Outside of these hours, please do leave a voicemail message and the appropriate person will respond as promptly as possible.

HEALTHY EATING

The clubs recognise the importance of healthy eating and a balanced and nutritious diet. We follow the DfE School Food Standards recommendations. We endeavour to make a variety of foods available, allowing the children to experience foods from different cultures. All children will be offered plenty of fruit and low-fat and low-sugar options.

The club and its staff are committed to embracing the cultural and religious diversity of the families who use our services. We will work with parents/carers to ensure that any particular

dietary requirements are met. *We are also keen to help introduce children to different religious and cultural festivals and events through types of food and drink.*

BREAKFAST MENUS

Toast, cereals, fruit, hot offerings in winter

AFTER SCHOOL CLUB MENUS

Summer – sandwiches, wraps, pizza, fruit

Winter - pizza, nuggets, beans on toast, fruit

ILLNESS

You should not bring your child to the Breakfast Club/After School Club if they are ill. If your child has sickness/diarrhoea, please allow 48 hours after the last bout of illness before returning. If your child is taken ill during the session, you will be contacted so that you can take your child home.

Sessions not attended will still need to be charged for.

CLOTHING AND POSSESSIONS

Your child will be responsible for looking after their own possessions. Foundation Stage children will be supported with this.

ACTIVITIES ON OFFER

The Breakfast Club and Afterschool Club provides a variety of activities that will help to stimulate and entertain the children. Activities may include the following:

- Sports; cricket, football, rounders, bench ball etc.
- Reading
- Construction toys e.g. Lego, Knex
- Board Games
- Cars
- Drawing and Colouring and other craft activities
- Opportunities to complete homework if children so choose - staffing availability dependent.
- A quiet room where the children can watch a film.

Our objective is for the Breakfast Club children to arrive in class calm and stimulated, ready for the school day. Our objective for the After School Club children is to provide a calm and relaxed setting for them to unwind after their school day.

ADMISSIONS

Breakfast Club and After School Club is committed to providing a fair and open system that offers a competitively priced and good value service.

When a parent/carer contacts the school enquiring about a place for their child, they will be given all relevant information, including details of the Admissions and Fees contained within this document. By booking a place at Breakfast or After School Club parents/carers are confirming they agree to these terms and conditions.

CRITERIA FOR ADMISSION

When a parent/carer makes an enquiry about a place for their child, the following criteria is followed:

1. Only children attending All Saints CE Primary School are able to attend B&ASC
2. Places are available on a first come, first served basis, via School Gateway.
3. Total fees are payable via School Gateway or via Childcare Vouchers before the term starts.
4. Ad hoc bookings can be made up to 3:00pm on the day, payment must be made immediately.
5. Places can be cancelled before the start of the relevant term by emailing or calling the school office. Once term starts or if it is an ad hoc booking, we do not permit cancellations.
6. A child's place for either of the Clubs may be withdrawn if we reach the end of the reminder/warning processes for the following:
 - a. Non-payment fees
 - b. Persistent behaviour problems
7. All children have a right to access the club and we will make our best endeavours to do so. Where a child has the support of an Educational Health and Care Plan in school, a conversation with the club manager and school leadership team should take place first to ensure the club can make reasonable adjustments to provide a safe and supportive play environment for all children.
8. Appeals under these terms and conditions should be directed to the Headteacher. Any special or extenuating circumstances will be considered and resolved by the school's Senior Leadership Team, in discussion with the Manager; the school's decision is final.

WAITING LIST

All Saints do not offer a waitlist.

FEES

The Club endeavors to provide a high quality, safe and stimulating service for the children and, in order to ensure the continued high standards and sustainability of the Club, we must ask that parents/carers respect its policy, with regard to paying fees.

- The level of fees will be set by the school and will be reviewed annually.
- Payment of fees should be made by the start of each term, Occasional use places must be paid for on the day the place is used through School Gateway.
- If the parent/carer chooses not to take up a place or session that has already been booked, no refund will be given and the charge will stand.
- In the event of whole school closure due to standard circumstances, e.g. snow, and the Clubs being closed, credits will be applied to your account.
- If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The Club has the right to issue a formal warning to the parent/carer and inform them that the continued late payment will result in their child's place being forfeited.
- If the fees are paid persistently late, or not at all, with no explanation forthcoming, the Club will be forced to terminate that child's place. Under exceptional circumstances, it may be agreed to allow the child to continue until the end of the week.

- Parents/carers are encouraged to speak to the Managers, if they have any query about the fees policy or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to communicate directly, at the earliest possible opportunity, to avoid losing their child's place.

UNCOLLECTED CHILDREN

If a child has not been collected by 6:00pm, parents will be contacted in the first instance by telephone. Additional contacts that parents have provided will then be contacted. If these contacts are unavailable the school will follow the protocol for children who are not collected at the end of the school day, which may involve contacting the police and social services.

Late collection charge: £5 per child collected from 18:00 and £1 per minute thereafter.

COMPLAINTS

We hope that your child will have an enjoyable time in the Breakfast Club/ After School Club. If there is a problem, please speak to one of the Managers at the earliest opportunity. If you have a complaint that cannot be resolved in this way, please contact the Headteacher NB: Breakfast Club and After School Club are managed by All Saints CE Primary School.

POLICIES

Behaviour Policy

Full copy available on the school website and from school on request.

At All Saints School, we recognise that behaviour is a means of communication and there are always reasons behind behaviours. We do our best to reflect upon these reasons to prevent behaviour escalation and support individual children's needs.

We uphold the following behaviour principles:

- Every pupil understands they have the right to feel safe, valued and respected, and learn free from the disruption of others
- All pupils, staff and visitors are free from any form of discrimination
- Staff and volunteers set an excellent example to pupils at all times
- Rewards, sanctions and reasonable force are used consistently by staff, in line with the behaviour policy
- The behaviour policy is understood by pupils and staff
- The behaviour policy explains that suspensions and exclusions will only be used as a last resort, and outlines the processes involved in permanent exclusions and suspensions
- Pupils are helped to take responsibility for their actions
- Families are involved in behaviour incidents to foster good relationships between the school and pupils' home life

Suspensions and Exclusions – specific to Extended Schools.

The Club will deal with negative and inappropriate behaviour by using constructive behaviour management techniques. We will involve staff, parents and children to address disruptive and challenging behaviour collaboratively. We acknowledge that some children will require additional support in order to achieve acceptable levels of behaviour. Where we identify a child with these needs, we will work closely with the parents or carers to deal with the inappropriate behaviour in accordance with the school's Behaviour Policy.

Where a child persistently behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning; staff will explain why the behaviour is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behaviour, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal warnings, suspensions and expulsions will be recorded
4. The formal warning will be discussed with the child's parents, and all staff will be notified.

The Manager(s), in consultation with the Senior Leadership Team, will decide if a child's behaviour warrants suspension or expulsion from the Club's service. We will only suspend or exclude a child from the Club as a last resort, when all other behaviour management strategies have failed, or if we feel that the safety of the children or staff are at risk.

Suspensions and expulsions will be fair, consistent and appropriate to the behaviour concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation.

Temporary Suspensions

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behaviour.
- In the event of an extremely serious or dangerous incident, we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately.

The Club may temporarily suspend the child for a period of time, if the Club takes this step, we will discuss our concerns with the parents/ carers in order to work together to promote a more desirable pattern of behaviour. At the end of the suspension period, the Manager and a member of the Senior Leadership Team will meet with the parents/carers and the child, in order to agree any conditions relating to the child's return to the Club.

Permanent Exclusions

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the Club.

If a child is excluded from the Club, the parents/carers will be given a verbal and written explanation of the issues and subsequent actions. They have the right to appeal against the expulsion, in writing to the Headteacher, within 14 days of receiving written notification of the expulsion.

Child Protection and Safeguarding Policy

Full copy available on the school website and from school on request.

The protection and safeguarding of the children are the priority. Extended Schools is compliant with, and fully follows, the School's Safeguarding Policy and all other policies relevant to safeguarding. Staff are fully trained in Safeguarding and Child Protection procedures and follow these by handling concerns and allegations discreetly and sensitively. They are trained to pass information to the Extended Schools Managers, who are

Designated Safeguarding Lead-trained. The staff already work closely with the children, know them and are therefore able to notice changes.

Children are secure and safe on the premises and children are not able to leave unsupervised. Children are always supervised - the definition of supervision being within sight or hearing of a member of staff. Procedures are in place for emergency evacuation in the event of a fire, and fire drills are carried out regularly. Access to the premises is controlled and visitors are not allowed into the school building out-of-school hours, via the Club.

Parents/carers collecting children are requested to wait outside the ASC door until the staff member hands their child over to them.

Health and Safety Policy

Full copy available on the school website and from school on request.

At least one member of staff holds a current Paediatric First Aid certificate: the school ensures that high numbers of staff are in possession of this qualification. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible in each key area of the school. Staff take steps to promote safety and ensure precautions are taken to prevent accidents; procedures are in place for recording any incidents. Actions are taken to minimise risks, including up to date risk assessments. The premises are kept clean, which is particularly important in the area of food preparation: high numbers of members of staff have possession of a Level 2 Food Hygiene Certificate.