

Updated MAY 2023  
Review Due MAY 2024



## THE QUEEN ANNE ROYAL FREE CE CONTROLLED FIRST SCHOOL

**In our Christian Community we Enjoy, Include and Achieve.**

*"But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control." Galatians 5:22-23*

## Extended Schools Policy

***The school promotes equality and actively challenges all ageist, gender, racist, disablist, homophobic, social and transphobic language and behaviour.***

***Safeguarding all of our children is at the centre of every aspect of school policy***

Authored by: J Street.

***The school promotes equality and actively challenges all gender, racist, disablist, homophobic and transphobic language and behaviour.***

## **Admission Policy**

Parents wishing to use this facility must ensure they have completed an application form, which are available from office staff. It is the parent's responsibility to inform staff if:

- Contact details change
- The child becomes allergic to something
- The child develops an illness that may affect others in the setting
- Changes to home life that may affect the child
- If you wish to make a cancellation or change

Parents should inform the school office staff when they want their child to attend clubs, so that provision can be made for their child.

Applications for places for the new academic year will need to be completed annually, in the summer term of the previous academic year. Places will be offered to the families currently using Extended Schools first, however if these have not been requested by the deadline, it will be opened up to all families, including new starters. Places are allocated on a first come, first served basis.

## **Asthma and Allergies**

Full information must be entered on the after-care admission form.

## **Behaviour**

It is important to strike the correct balance between slight misdemeanours and unacceptable behaviour. Whilst not condoning the former, staff will see fit to deal with the incident at the time in the most appropriate fashion. If we have continued unacceptable behaviour we will discuss this with parents and establish an appropriate strategy.

Staff will keep records for each time a child misbehaves in a seriously inappropriate manner. If this behaviour continues, we may decline from offering your child a place. If behaviour is often disruptive then the Extended Schools Team will refer the matter to Mrs Street and refusal to attend might be a consideration.

## **Cancellations**

**By Stay and Play:** On the occasions when we do not have sufficient staff to cover the session, parents will be expected to collect or arrange collection at the end of the school day. We aim to inform parents during the morning if stay and play is not running for whatever reason (illness, weather). Please be assured we would only cancel the club under extreme circumstances. Parents will not be charged for sessions cancelled by the school.

## **By Parents/Guardians:**

If non-attendance is known in advance you must inform the office prior to the session. **You will be charged for the cancelled session, unless the place is able to be allocated to another child.**

**Please note that if you cancel 50% or more of your booked places over one half term or do not attend at least 50% of your booked places over one half term, then you will be notified that your child will be removed from the list of regular attendees, and you will be required to make ad-hoc bookings in the future.**

### **Collection Point**

Parents should access the school through the main door. A doorbell for the Drop and Stop/Stay and Play club is positioned on the external doors. Please ring and wait for assistance. If you have arranged for someone else to collect your child, you must let the school know in advance. Without this information, the school will not allow a child to leave the premises with someone else (even if the person is related to the child or someone already known to the school).

Parents are not permitted to enter any other classroom during drop off/collection.

Parents are not permitted to let other parents into the school building- a member of staff will be responsible for entry to/from school.

### **Complaints Procedure**

We understand the importance of communication and therefore ask parents to contact the office immediately in the event of any concerns or queries.

### **Confidentiality**

Staff are trained to deal appropriately with issues of a sensitive or confidential nature. If you have a concern about a member of staff then please contact Mrs Street as soon as possible either in person or by email.

### **Eating Environment/Provision of Food**

Clear rules for behaviour and table manners are established and reinforced by staff.

Drinks and healthy snacks and fruit will be available each morning and afternoon.

We endeavour to comply with the government Healthy Eating Plan and therefore request that you do not send your child with sweets, chocolate or crisps.

If you bring a snack along for your journey home, please wait until you are outside the school building before giving the snack to your child.

### **Fees/Financial Arrangements**

We aim to give a reliable and efficient service at an affordable price, offering peace of mind to those parents who have difficulties fitting in school collection times with their working life.

<b>Early morning drop off from 8.00 a.m.</b>	£4.50 per child
<b>Stay And Play pick up from 3.15-4.30 p.m</b>	£7per child
<b>Stay and Play pick up from 3.15-6pm</b>	£12.50 per child
<b>Attending club first 4.30-6pm</b>	£9 per child

If your child is in receipt of Pupil Premium funding, and are unable to claim towards the cost of Extended Schools, we may be in a position to help. Please contact the school office for further information.

**Please note the last day of the Term before Christmas, Easter and the Summer Holidays Stay and Play will close at 2.15pm in line with the school closing time.**

### **Payment**

An invoice will be sent monthly, payment can be made on line or at the office by cash or cheque (payable to The Queen Anne First School). Payment can also be made by Childcare Vouchers and information is available from office staff. This scheme must be self-financing with regard to staff salaries, supplies and equipment and is only viable if there are adequate numbers of children participating. Payment is expected in advance on receipt of invoice however if a place has been booked but not taken up you will still be invoiced.

Failure to meet payments within the agreed terms may result in places being withdrawn— however, in the event of financial difficulties please contact Mrs McDougall as soon as possible.

### **Ad hoc**

Priority is given to places that are booked in advance. Casual users will be considered if places are available however booking must be made by the evening before (Tuesday to Friday) or by the Friday evening (Monday) at the office for Drop and Stop and by the morning of the club for Stay and Play.

Children are accepted on an ad-hoc basis, but must be booked in advance and we must hold an information sheet in our files.

### **First Aid**

Stay and Play staff have up-to-date First Aid training with at least one member of staff holding a Paediatric First Aid Certificate.

### **Health Care Plans**

It is the responsibility of the parent/carer to inform school staff of any specific health care plans that may involve our staff and the safety/wellbeing of the child. Specific information with regard to medication must be detailed.

## **Illness and Accident**

If a child needs to go home or needs medical treatment, parents will always be contacted in the first instance. If parents cannot be contacted, staff will ensure the child receives prompt and appropriate medical attention. All incidents will be recorded in the log book and parents will be advised in the event of injuries involving a head injury.

If a child becomes unwell, staff will use their professional judgement to determine the extent of the symptoms. If a child appears genuinely unwell, parents will be contacted to collect them. Children must not be in school if unwell, in line with the school's policy. Children displaying Covid 19 symptoms will be isolated and procedures followed, as per the main school's Covid 19 risk assessment

## **Late Collections**

We understand occasionally that the person collecting the child may be delayed.

You should contact the school office in the event of a delayed pick-up. If you are unable to speak to a member of staff, please phone the stay and Play mobile : **07518 763247**

If you are late you will be charged £5 for every 15 minutes. Therefore if collecting 0-15 minutes late, there will be a £5 charge, 16-30 minutes, £10 charge etc.

**Late collections are noted on the Stay and Play register. Should there be frequent late collections, for whatever reason, you will be restricted to a 4.30pm collection for future bookings** or consideration may be given to refusal of attendance.

## **Policies**

Extended Schools follows all appropriate school policies. Copies of the policies are available from the school office on request.

## **Programme**

A programme of activities will be devised based on the season and weather. The outside space would be used as appropriate. The programme of events is available on the school website.

## **Safeguarding**

Stay and Play follow the school's Safeguarding and Child Protection and Health and Safety Policies.

## **School Clubs**

Stay and Play staff will collect those children taking part in extra-curricular activities and details of the clubs attending should be listed on the information sheet. If extra-curricular clubs are booked after your child/ren has started in Stay & Play, the office must be notified, separately to the extra-curricular club form being handed in. The session not being used will then be allocated to another child, if there is a waiting list. If your child/ren stops attending the extra-curricular club you must contact the office to confirm whether a space at Stay & Play is still available.

For those not taking part in activities all children will be collected from the concourse at the end of the school day.

### **Staff**

Each session will be staffed by at least two members of staff.

Date change made	Section amended	By
20/1/14	School Clubs	Claire McDougall
25/06/14	Late collections	Louise Martin
20/01/15	Update of sections	Judith Street
02/02/17	Update of Sections	Judith Street
24/01/18	Update of Sections	Claire McDougall
01/06/18	Update of sections	Marie Douglass
01/09/2020	Update of sections	Claire McDougall
18/09/2021	Update of Covid 19	Claire McDougall
30/01/2023	Update of Covid 19	Marie Douglass
30/01/2023	Update of fees & financial arrangements	Marie Douglass