

Updated July 2024
Review Due July 2025



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.

Current Extended School offerings

Meet & Greet	Use of the school turning circle to conveniently drop your child straight from your vehicle between 08:20 – 08:30. This does not need to be booked in advance.
Drop & Stop	Early morning drops off from 08:00
Stay & Play	After school activities with pick up from 16:30 or 18:00
External School Club	Club offered by external provider from 08.00 – 08.40 and 15:15 – 16:30 at the school premises. Information on these clubs can be found on the School's website. These clubs are not managed by Queen Anne First School and therefore are not covered by this policy.

Admission Policy

Parents wishing to use this facility must ensure they have completed an application form, which is 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 in the following order:

1. To families currently using Extended Schools
2. To all other families, including new starters.

Places are allocated on a first come, first served basis.

Medical or Dietary Information

Full information must be entered on the registration form at the time of registration.

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.

If behaviour is often disruptive, then the Extended Schools Team will refer the matter to Mrs Street and refusal to attend might be considered.

Cancellations

By Extended Schools: On the occasions when we have insufficient staff to cover the session, parents will be expected to collect or arrange collection of their child(ren) at the end of the school day. We aim to inform parents during the morning if extended schools 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 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.

Provision of Food

Clear rules for behaviour and table manners are established and reinforced by staff. We endeavour to comply with the government's Healthy Eating Plan.

At Drop & Stop, your child will be provided with a piece of fruit and water.

For Stay & Play from 15:15, your child will be provided with water, a piece of fruit and a sandwich. Gluten free bread if available on request. Please refer to the allergen list in the appendix.

You are welcome to provide your child(ren) with a snack. Please ensure you do not send your child with nuts, sweets, chocolate, crisps or glass items.

Fees/Financial Arrangements

We aim to give a reliable and efficient service at an affordable price.

Club Option	Price per child per session
Meet & Greet	£2.00
Drop & Stop from 08.00	£4.75
Stay & Play pick up from 15:15-16:30	£7.50
Stay & Play pick up from 15:15-18:00	£13.00
Attending External School Club then 16:30-18:00	£9.50

We reserve the right to adjust pricing based on inflationary factors. Any price adjustments will be implemented at the start of the new academic year.

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 & Play will not be running. Stay and Play will also not be running on the afternoon of the QAPFA Christmas Event day.

Payment

On request, an invoice will be sent monthly. Payment can be made online via Scopay app. Payment is expected in advance.

Failure to meet payments may result in places being withdrawn— however, in the event of financial difficulties please contact the school office as soon as possible.

We are an approved childcare provider under the Tax-Free Childcare scheme. Information on this scheme can be found here: <https://www.gov.uk/tax-free-childcare>

Ad hoc

Priority is given to children who are regular attendees. One-off attendance will be considered if places are available however booking must be made by the day before.

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. Parents will be advised in the event of injuries involving a head injury.

If a child becomes unwell, staff will use their judgement to determine the extent of the symptoms. If a child appears unwell, parents may be contacted to collect them. Children must not be in school if unwell, in line with the school's policy.

Late Collections

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

In the event of a delayed pick-up please phone the stay and Play mobile: **07513 7180357**

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 & Play register. Should there be frequent late collections, for whatever reason, consideration may be given to refusal of attendance.

Policies

Extended Schools follows all 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.

Safeguarding

Extended Schools follow the school's Safeguarding and Child Protection and Health and Safety Policies.

External School Clubs

Stay & 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.

Staff

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

Appendix 1

STAY AND PLAY SNACK: INGREDIENTS & ALLERGENS

NEVILLE'S WHOLEMEAL BREAD	<p>INGREDIENTS: Wholemeal Wheat Flour, Water, Yeast, Wheat Gluten, Salt, Emulsifiers (Mono- and Di-Acetyl Tartaric Acid Esters of Mono- and Di-Glycerides of Fatty Acids, Mono- and Di-Glycerides of Fatty Acids), Spirit Vinegar, Preservative (Calcium Propionate), Flour Treatment Agent (Ascorbic Acid).</p> <p>Allergy Information For allergens, including cereals containing gluten, see ingredients in bold.</p>
STOCKWELL MARMALADE	<p>Ingredients</p> <p>INGREDIENTS: Sugar, Orange, Water, Acidity Regulators (Citric Acid, Trisodium Citrate), Gelling Agent (Pectin), Colour (Plain Caramel).</p>
TESCO FINECUT MARMALADE	<p>INGREDIENTS: Sugar, Water, Orange Purée, Orange Juice From Concentrate, Orange Peel, Citric Acid, Gelling Agent (Pectin), Acidity Regulator (Trisodium Citrate), Orange Oil, Caramelised Sugar.</p>
TESCO LEMON CURD	<p>INGREDIENTS: Sugar, Water, Lemon Juice from Concentrate (8%), Palm Oil, Dried Egg, Rapeseed Oil, Maize Starch, Acid (Citric Acid), Gelling Agent (Pectin), Acidity Regulator (Trisodium Citrate), Lemon Oil, Colour (Beta-Carotene), Antioxidant (Ascorbic Acid).</p> <p>Allergy Information For allergens, see ingredients in bold.</p>
STOCKWELL RASPBERRY JAM	<p>Ingredients</p> <p>INGREDIENTS: Sugar, Raspberry, Water, Acidity Regulators (Citric Acid, Trisodium Citrate), Gelling Agent (Pectin).</p>
TESCO BLACKCURRANT JAM	<p>INGREDIENTS: Sugar, Blackcurrant, Water, Gelling Agent (Pectin), Acidity Regulators (Citric Acid, Trisodium Citrate)</p>
STOCKWELL STRAWBERRY JAM	<p>INGREDIENTS: Sugar, Strawberry, Water, Acidity Regulators (Citric Acid, Trisodium Citrate), Gelling Agent (Pectin).</p>
TESCO YEAST EXTRACT	<p>INGREDIENTS: Yeast Extract (84%), Water, Salt, Niacin, Thiamin, Folic Acid, Vitamin B12.</p>
STOCKWELL HONEY	<p>INGREDIENTS: Honey</p>
STOCKWELL SPREAD	<p>INGREDIENTS: Water, Palm Oil, Rapeseed Oil, Palm Kernel Oil, Salt (1%), Acidity Regulator (Citric Acid), Flavouring, Colour (Beta-Carotene), Vitamin A, Vitamin D</p>