



# Wombridge Primary School

## Extended Day Policy

Date: September 2023

Review: September 2025

## **Wombridge Primary School.**

### **Our Mission statement**

The extended day provision at Wombridge Primary School aims to care for the children who attend Breakfast and Wraparound After School Care. We aim to support families before and after school hours during term time. Wombridge Primary School seeks to work in partnership with all families by providing high quality care within a stimulating and purposeful environment.

We aim to ensure all children are in a caring environment which enables them to learn and develop through their play and socialisation with other club members. We aim to provide a happy, safe and stimulating environment for all children to play, learn and develop. We encourage the children to foster a positive attitude and respect for both themselves and other people.

### **Breakfast and Wraparound After School Care**

#### **Rationale**

Extended provision is organised by Wombridge Primary School and is run by members of our staff.

We provide extended school activities that are designed to allow children to be in school from 7.45 am and to be in school after 15.15pm.

We aim to provide an enjoyable and varied activity programme which will include activities such as arts, crafts, games, quiet areas for homework and outdoor play.

Children will be offered a healthy breakfast and a healthy snack at the end of the day.

Children are encouraged to be independent at these times and to make decisions for themselves through the choice of food and drink and to participate in informal activities with each other developing social and interactive skills.

#### **Objectives**

- To provide a welcoming, safe, secure environment for pupils before the beginning and end of the school day.
- To enable pupils to eat healthily in a pleasant, relaxed environment.
- To employ caring supervisory staff.
- To provide a calm play environment for those pupils.
- . To supervise and support homework commitments.
- . To provide an environment where children can discuss their day.
- To provide an affordable, consistent and reliable service for working parents.

#### **Organisation of Breakfast and Wraparound After School Care**

Breakfast and Wraparound After School Care is held in the hall and is open to all pupils attending Wombridge Primary School. Breakfast Club is open from 7.45 am to 8.45 am but children should arrive no later than 8.20 am if they are wanting breakfast. Last admission to the club will be 8.25 a.m. Wraparound After School Care operates from 15.15pm to 16.15pm. Children will need to be picked up 16.15pm prompt otherwise you may be charged £2.50 for every ten minutes you are late. Children do not need to pre book.

You and your child are welcome to view the club. Appointments can be made by contacting the school office.

#### **Children's Details**

The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office. It is the responsibility of the parents to ensure that the office is informed of contact changes.

## **Emergency Procedures**

In case of an emergency where children have to be evacuated from the building, the register will be taken and the children checked against the register to ensure they are present. Evacuation procedures are in line with those practised during the school day. In the event of a fire drill children should exit the hall and assemble by the main school entrance. All registers should be taken and the children checked.

## **First Aid / Illness / Medication**

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of what treatment the child has received.

Inhalers are kept in the child's classroom, if they are needed a member of the club/school staff fetch them. An updated list of children with illness and allergies is kept at both clubs and all staff are aware of this. Should your child become unwell whilst at a club a member of staff will contact you. You will be requested to collect your child only if necessary. Clubs will only administer prescribed medication. When you are completing the medication form for the school, please inform the office staff that your child will be attending a club.

## **Staffing and Supervision**

The children are adequately supervised at all times. The correct ratio of staff to children is adhered to at all times. All members of staff are DBS checked. At least one member of staff on duty will hold a current first aid certificate and staff have attended the food hygiene course.

Members of staff are required to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner and staff will dress appropriately for working with children and with regard of health and safety issues.

## **Safeguarding**

A DSL is on site throughout the duration of the extended provision and any Safeguarding issues will be reported to this person who will act in line with our Safeguarding policy.

## **Food**

Children will be offered a range of healthy food for breakfast and an afternoon snack. We follow the nutritional standards.

The cost of snacks are included in the club's fees.

The Hub will provide a nutritious snack for the children, for example: yoghurt, fresh fruit, bagels, cereal, biscuits with juice or milk. The snacks will vary each day to ensure your child is offered and can experience a wide range of foods. Parents and children are encouraged to let us know their food preferences and dislikes so that we can endeavour to meet this wherever possible. Please notify us if your child has any special dietary requirements or allergies.

**Children will not be allowed to bring in their own food and drink into clubs.**

## **Behaviour Policy**

The behaviour policy for all clubs is in line with the School's Behaviour Policy. It is based on a whole school approach to positive reinforcement and modelling of good behaviour and the golden rules must be adhered to at all times. Children are expected to show a good standard of courtesy and behaviour at all times. If there are concerns with behaviour then parents will be contacted. Ultimately exclusion from the club will be the final sanction from such provision when all possible strategies have failed.

## **Pricing – Breakfast and Wraparound After School Care**

The Breakfast and Wraparound After School Club daily fee is currently £1.50 per day.

This fee is to cover the cost of:

- Staffing
- Food

- Equipment and day to day running costs.

It may be necessary to change fees from time to time, however parents/carers will always be given at least one month's notice of this. Payment can either be made in advance or on the day of club attendance, your child will not be admitted to the breakfast or Wraparound After School Club unless payment is received. In exceptional circumstances parents will be permitted to contact the school to make an alternative arrangement for payment.

Fees will be reviewed annually and parents will be informed a month in advance of any change.

You may be eligible for the Childcare Tax Credit to assist with childcare fees. Further information or a claim pack can be obtained through

[www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits) or call the Tax Credit helpline on 0845 300 3900

Cheques should be made payable to 'Wombridge Primary School'

### **Contingency arrangements for staff absences and emergencies**

Arrangements for cover due to staff absence will be organised by the club supervisor, who keeps a register of staff available for cover and who will arrange as and when needed.

### **Risk Assessment**

A risk assessment has been carried out for Breakfast and Wraparound after school club. This policy will be reviewed by the governing body as and when it is deemed necessary with changing circumstances and the extended numbers to the school.

### **Partnership with Parents**

Your needs are very important too. In order to make you feel welcome you are informed of club activities via our newsletter. We are always happy to receive your suggestions and ideas. From time to time we will issue a survey to obtain your feedback on our clubs so that we can improve the services we offer you and your child. Our policies and procedures are always available for you to view.

### **Partnership with Children**

Children are involved in decision making as much as possible. Children are involved in creating the activities programme and weekly menu for the Clubs. The school rules that the children have in place for behaviour and dealing with bullying are followed through at both clubs. Children are encouraged to share their ideas and to make suggestions on improving the clubs. Staff will always make time to listen to your child.

### **Equal Opportunities & Inclusion**

We operate an equal opportunities policy where we work towards eliminating discrimination based on sex, race, culture, religion, disability, age, marital status and nationality. This will be achieved by promoting positive self-image, self-esteem and anti-discriminatory practices and by respecting each other's diversity, languages, cultures, beliefs and principles. Should we identify a child with any special educational needs we will endeavour to support the child and work closely with parents and other relevant agencies.