



Moorlands Schools Federation

Extended Provision Policy

Date of approval – September 2022

Date of review – September 2023

Approval level - LGB

Responsibility for preparation – Headteacher

Review Date	Summary of amendments made



Moorlands Schools Federation

Extended Provision Policy (Breakfast and After-School Clubs)

Introduction

The Breakfast Club and After-School Clubs are run by Moorlands Schools Federation and exist to provide high quality out-of-school hours childcare for our parents/carers. They provide a range of stimulating and creative activities in a safe environment and are run by experienced staff to provide continuity for the children attending.

The extended hours are from 7:30am–8.45am and 3.15–6.00pm during term time. Current costs are available on the website. A copy of this policy is provided to all Parents/carers upon registration.

All parents/carers must complete an online registration form for each child attending for extended hours and sign an agreement to adhere to the terms of this policy. <https://moorlandsschool.schoolipal.co.uk/>

Admissions

- Only children attending Moorlands Schools Federation are eligible to attend.
- Places are subject to availability.
- The registration process must be completed prior to the child's commencement.
- All parents/carers will receive a copy of this policy upon registration.
- Children can be registered for every day, specific day/s or occasional use.
- All wraparound staff are made aware of the details of a new child via the booking system, which also retains data for future reference.
- Children's attendance is recorded in a register.

Arrival for Breakfast Club

- Parents/carers are required to bring their child directly to Infant building entrance.
- Children will be escorted to classrooms by Breakfast Club staff from 8.45am in time for registration.

Collection for and from the Clubs

- Wraparound staff collect children from classrooms at the end of the school day and walk them to the Infant building.
- Parents/carers are required to collect their child from the Infant reception entrance at the end of their session. Late collection will incur an additional fee.
- Parents must inform the school of a change to the known person collecting the child. If this does not happen, staff will not be able to release the child. School safeguarding procedures will then be followed.
- If children are engaged in activities away from the club at collection time a message will be placed on the door advising parents of their location.

Daily Routine

- Children will engage in a range of activities during extended hours' provision to include physical activities, playing with equipment in the club using ICT, reading, drawing and developing social skills.
- During the sessions there is an opportunity to enjoy a drink and eat a healthy breakfast/snack.
- Children are expected to tidy up and staff encourage them to take responsibility for equipment they have been playing with.

Behaviour

- Whilst attending, children are expected to follow the Moorlands expectations and demonstrate the school's LEARN Values.
- Good behaviour will be recognised in line with the school's Relational Policy.
- If, after consultation with parents/carers and the implementation of behaviour management strategies according to the School's Relational Policy, a child continues to display inappropriate behaviour, the Executive Headteacher may decide to exclude the child from the provision. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid

- All incidents are dealt with by a First Aider holding a valid First Aid training certificate.
- All accidents are recorded in the school accident records and accurately reported to the class teacher or teaching assistant or directly to the child's parent/carer on collection.
- Parents/carers of a child that becomes unwell during wraparound will be contacted immediately. At least one member of the staff team present, will have appropriate first aid training.

Payment Of Fees

- Fees are to be paid in advance, if payment is not received then we will not be able to offer the place.
- Unless 48hrs notice is given, payment is required for all requested/contracted sessions, even if a child is unable to attend their booked session.
- The parent/carer signing the registration form is known as the 'contracting parent' and is responsible for payment of all fees.
- If a parent/carer is experiencing difficulty with payment of their fees, they should contact the School Office or Executive Headteacher as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.
- All payments are to be paid on iPal in advance.

Booking amendments or withdrawal

- Cancellation of a place with less than 48hrs notice will incur a fee of the full payment for the place booked.
- Cancellation of a booked place with more than 48hrs notice will not incur a fee.

Related Whole School Policies:

- Relational Policy
- Child Protection Policy
- Equalities Policy
- First Aid
- Health and Safety Policy
- Supporting Pupils with Medical Conditions