



South Lake Primary School

### Extended Day Policy

Version	Date	Description
1	September 2008	
2	November 2010	
3	December 2012	
4	June 2014	
5	February 2015	
6	December 2018	Full review and merged with Breakfast Club Policy and parental information leaflet
7	September 2020	Updated to include Covid procedures and changes on online payment and booking system
8	July 2022	Updated to reflect procedures following changes following pandemic
9	July 2023	Updated to reflect changes to payment process – reviewed by Head teacher
10	February 2024	Updated to reflect transition from Scopay to Arbor
11	May 2024	Updated to reflect our payment process
12	June 2024	Update to reflect price increase for September 2024

## South Lake Primary School – Extended Day Policy

This policy is due for review in: Summer 2025

**CONTACT NUMBER: 07565418390 (Year 1-6)**

### Aims

- To provide a secure, welcoming, extended day facility for children attending South Lake Primary School
- To encourage children to develop friendships between age groups
- To help build confidence, well-being and creativity
- To promote positive behaviour
- To maintain the school ethos throughout the provision
- To provide an affordable, convenient service for parents/carers

### Introduction

The club operates from 7.50am – 8.50am and from 3.15pm – 6.00pm (5.30pm on Friday) during term time and current costs for each session are detailed in the 'Fees' section. A copy of this policy is provided to all parents of children attending the club and is available on the school website.

**All parents must complete a registration form for each child attending the club. This can be found on the website under the heading 'What's Happening' and then Extended Day.**

### Admissions

- Only children attending South Lake Primary School are eligible to attend the club
- All places are subject to availability
- The registration process must be completed prior to the child's commencement at the club
- All club staff are made aware of the details of attending children, including medical needs and or dietary requirements
- Attendance is recorded and absence is appropriately followed up

### Safeguarding

Both Breakfast and After School Clubs are governed by the school's Safeguarding Policy which is available via the school website. They are staffed by school employees who have completed all appropriate safeguarding checks. The club supervisor (Mrs C Stobie) is a Deputy Designated Safeguarding Lead for the school.

### Arrival and Departure – Years 1-6

#### Access to school

- All children must be dropped and collected at the front door of school. No parents/carers should enter the school premises. Please use the club number for access when the office is unmanned (**07565418390**).

#### Breakfast Club

- Parents/Carers must call the designated telephone number on arrival – **07565418390**
- At 8.40am children in years 2-6 will be sent down to their classrooms for registration. Children in Year 1 are escorted to class for the Autumn term.

#### After School Club

- For the Autumn term, children in Year 1 are brought to the club by a member of staff
- Children in Year 2 – Year 6 make their way to the dining hall where they are registered by a member of staff.

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- Club staff take a register of all children, any non-attendees are accounted for, and the school office informed. Children register at After School Club before attending any other activity club.
- Children can only be collected by those named by the parent/carer on the registration form. Any changes in collection can be communicated to the club supervisor, either through the school office or by calling the club mobile (**07565418390**) and leaving a message.
- Parents/carers are able to collect their child via the school office by calling the club mobile
- If any child is not collected by 6:00pm (5:30pm on a Friday), parents/carers will be contacted in the first instance by telephone, followed by additional contacts provided. If these contacts are unavailable and no response has been received after an hour, the police and social services will be informed.

**A charge will be levied for late collection as detailed in the fees section. Late collection fees will be invoiced separately and these will show on your Arbor account.**

### Arrival and Departure – Early Years

#### Access to school

- Parents/carers can access the club via the Nursery Gate at the front of school. Please ring the doorbell and wait for a response.

#### Breakfast Club

- Parents/Carers access the club through the Nursery Gate from 7:50am.
- At 8.30am children in nursery join the morning session and children in reception are taken through to their classrooms.

#### After School Club

- Children in Reception stay in their classroom until 3.30pm when they are taken through to nursery by a member of staff. Nursery children join the group when the afternoon session ends at 3.30pm.
- Club staff take a register of all children, and any non-attendees are accounted for, and the school office informed.
- Children can only be collected by those named by the parent/carer on the registration form. Any changes in collection can be communicated to the club supervisor, or through the school office.
- Parents/carers collect their child via the Nursery Gate
- If any child is not collected by 6:00pm (5:30pm on a Friday), parents/carers will be contacted in the first instance by telephone, followed by additional contacts provided. If these contacts are unavailable and no response has been received after an hour, the police and social services will be informed.
- If children bring their bikes to school, please put the bike in the bike sheds at the beginning of breakfast club and these will be collected by the children when they arrive at afterschool club and stored securely until the end of session.

**A charge will be levied for late collection as detailed in the fees section. Late collection fees will be invoiced separately.**

### Daily Routine (Early Years and Year 1-6)

#### Breakfast Club

- The club runs from 7.50 – 8.50am each day, and is based in the dining hall for Years 1-6, and in Nursery for Early Years children.
- On arrival, children are offered a breakfast of toast, cereal or porridge, with fruit juice, milk or water to drink

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- They then have free choice to take part in a number of activities. At 8.40am children tidy up and collect their coat and bags. Those in Year 2 - Year 6 are sent to their classroom for registration. Children in Year 1 are escorted to class and handed over to the class teacher. Children in reception are taken to their classroom at 8.30am and nursery children join the morning session.

### After School Club

- The club runs from 3.15 – 6.00pm (5.30pm on Friday) each day, and is based in the dining hall for years 1-6 and in Nursery for early Years children. There is no club on the last day of a full term (December, March/April and July)
- At 3.15pm children in Years 2 – 6 are dismissed from class and go to the dining hall to be registered. Children in Year 1 are brought to club by a member of staff. Children register with After School Club before attending any other activity club. Reception children remain in the classroom until 3.30pm when they are taken through to Nursery. Children in Nursery remain in their setting.
- Children are offered a snack of toast or sandwich, yoghurt, with fruit juice, milk or water to drink. Fresh fruit is available throughout the session. Children who are attending an activity club are offered a snack on arrival at After School Club, after their activity has finished.
- For the rest of the session children have free choice to take part in a number of activities including construction, arts and crafts, puzzles, and board games. They also have use of the halls, computing suite and playground areas.

### Behaviour & Welfare

Children will be treated with care and respect while they attend the provision; and with regard to the School's Equal Opportunities Policy.

Whilst attending the provision children are expected to behave as they would during the school day. The clubs are governed by the school's Behaviour Policy which can be found on the school website. If a child displays inappropriate behaviour the club supervisor will meet with parents to develop appropriate behaviour management strategies which will continue to ensure the safety of all attendees. If inappropriate behaviour continues the Club Supervisor, in agreement with the Headteacher, may decide to exclude the child from the clubs.

### First Aid

The clubs follow the school's First Aid procedures and all accidents are recorded in the school accident book and a slip sent home with the child as appropriate. More serious injuries are reported to the parent/carer on collection. There is always at least one qualified first aider across the provision.

Parents/carers of any child who become unwell during the club sessions will be contacted immediately. The club supervisor is informed of any child who is sent home during school hours.

If a child needs to take prescribed medication during a session, a medication form must be completed and submitted to the school office. Medication will then be administered in line with the school policy. Emergency medication, such as inhalers and epipens are kept in the school office and child's classroom. When required, the child will be accompanied (if appropriate) by an adult to collect the inhaler and administer the medication.

### **Booking and paying for sessions**

Bookings and payments can be made online, by parents/carers using the Arbor system. We have a dedicated email address for any questions; [extendedday@southlake.wokingham.sch.uk](mailto:extendedday@southlake.wokingham.sch.uk).

Your account needs to be in credit to make a booking. You will not be able to book a session without paying for it at the time or using money you have previously paid into your account through Arbor which will show as a credit balance.

Voucher payees will be able to book where your account may not be in credit whilst we wait for your voucher payment confirmation, and payment to clear. Please send proof of voucher request via email to [extendedday@southlake.wokingham.sch.uk](mailto:extendedday@southlake.wokingham.sch.uk) and this can be credited to your account immediately.

We ask that you please request vouchers frequently to cover the number of sessions you are using as the system will not allow you to build up large amounts and will then not allow bookings to be made. It may be worth considering not booking too far in advance, as you would need to request vouchers/payment and for this to be noted in the system for all of the sessions booked. If your childcare vouchers do not cover the full amount, the difference must be paid by debit/credit card to cover the sessions you have booked for each month.

### **Payment of Fees**

As at September 2024, the costs for the different clubs are as follows:

Breakfast Club

£5.50 per child, per session.

After School Club

£11 per child, per session.

**A charge will be levied for late collection, ie after 6:00pm (5:30pm on Friday). Charges will be invoiced separately and will be as follows:**

- First 15 minutes: £10
- 16 – 30 minutes: £20
- Over 30 minutes: £30

The parent signing the registration form is known as the 'contracting parent' and is responsible for payment of all fees.

### **Bookings and Payments**

All bookings can be made via the Arbor system

#### **Payment by debit/credit card**

Payment must be made as bookings are confirmed through Arbor.

Payment is taken from your Arbor account once the register has marked your child as present for the session. If your child is absent no charge will be taken.

If a parent/carer is experiencing difficulty with the payment of their fees, they should contact the Head teacher as soon as possible.