



Extended Schools Childcare Policy 2024-25

Date Adopted: July 2024
Author/owner: School Community Board
Anticipated Review: September 2025

The Extended Schools Childcare services at Newport Community School Primary Academy (known as Leaps and Bounds) have been set up to provide pupils enrolled at the school with a safe and fun place in which to spend time in a supportive and nurturing environment.

At each session, in accordance with the school's approach to healthy eating, nutritious food choices are provided under the supervision of staff. Children requiring special diets or who have allergies will be fully catered for with the support of parents/carers.

Contact No: 01271 376252

Mobile Number: 07729 768120

(PLEASE DO NOT LEAVE A MESSAGE, THE VOICEMAIL BOX IS NOT MONITORED)

Email: admin@newport.tarkatrust.org.uk

OFSTED Registration Number: 137012

Aims

Our Breakfast Club aims are:

- To ensure that children who attend the Breakfast Club start the school day with the nutrition required by the mind and body for active learning;
- To provide positive examples of healthy eating to create a foundation for lifelong healthy eating habits;
- To improve attendance, concentration and learning in the classroom;
- To Support families by providing a safe, healthy and purposeful environment for pupils from 7.30am to 08:35am on school days.

The aims of our After School Club are :

- To provide a supportive service, allowing parents/carers to achieve a healthy work/life balance whilst their children are accessing nurturing and positive childcare, open until 17:30 Monday-Friday during term time;
- To promote opportunities for healthy eating through the provision of nutritious snacks and physical play activities;
- To be open to a multi-agency approach to share best practice.

The aims of our combined Extended Schools provision are:

- To safeguard children;
- To enhance the community spirit embraced by Newport Community School Primary Academy and to develop a partnership which involves parents in the life of the school;
- To impose no extra burden on the smooth running of the school day;

- To offer all children and families equal access to the club, in line with the Trust Equality and Diversity Policy;
- To demonstrate a holistic approach to protect children's well-being in a nurturing environment;
- To enable children to socialise, listen and talk in a relaxed atmosphere and safe environment;
- To represent good value for money.

** N.B. The clubs are not providing the same service as full private pre/post-school provision. The school is not competing with the full range of activities that these providers arrange.*

Terms and Conditions

Staffing

- The staffing model deployed at both clubs will be a Play Leader to manage the club supported by at least one other Level 2 qualified Play Worker and casual Play Workers as necessary.
- There will always be a minimum of two members of staff.
- All staff and volunteers will have been DBS checked and received appropriate training.
- If a member of staff is absent, they must ring the Play Leader who will arrange cover.

Safeguarding

- A Level 3 trained member of the Schools Safeguarding Team will be onsite during all Extended Schools Childcare sessions.
- The Play Leader will keep a list of all members of the clubs and a register of attendance will be taken daily.
- Parents will be expected to deliver their children to the Breakfast Club door when they are dropped off to each session. Child(ren) may be brought in at any time during the session, which opens at 07:30 am on school days only.
- The Play Leader will retain the registers which will be kept online in the Leaps and Bounds Team.
- At the end of Breakfast Club, the children will be released to their classrooms under supervision.
- Children will be sent to the After School Club at the end of the school day for registration.
- Children leaving after school club must be handed over to a Parent / Carer by a member of club staff. They will be de-registered on handover. Children may be collected at any time during the session which ends at 17:30.

- Children are not permitted to leave unless accompanied by a parent or designated adult. Children will not be handed over to siblings.
- Parents and carers are respectfully asked not to take offence if staff refuse to hand over a child to a person unknown to the school. This is an essential safeguarding measure.

Pupils with additional needs

If your child has additional needs, it will be necessary for the Team Leader to review provision and support with both the SENDco and Class Teacher prior to your child being allocated a place. This is to ensure that every child's needs are being met.

Fire and Emergency procedures

- In case of an emergency where children have to be evacuated from the building, school evacuation procedures will be followed. (Exit through the nearest Fire Exit and assemble at the front of the school building in the car park. The register must be taken and the children's names checked against the register to ensure they are present.)

First aid

- At least one member of staff will hold a first-aid certificate.
- If First Aid is administered, the treatment given will be recorded and a copy given to the child to take home.
- If a head bump occurs, staff will make every effort to make contact with the parent/carer by telephone to inform them.
- First Aid Records will be maintained electronically and stored in the schools accident management team.

Food Safety

- The school is subject to inspection by the Food Standards Agency who make sure there are suitable food hygiene requirements in place.
- Breakfast Club and After School club staff will have received appropriate training and have an awareness of food hygiene procedures.
- All staff preparing food will work hold a Level 2 Food Handling and Hygiene qualification.

Policies and Procedures

- School policies relevant to the Extended Schools Childcare Clubs include Child Protection and Safeguarding, Equality, Diversity & Inclusion, Health and Safety and Promoting Positive Behaviour Policy.
- The school's procedures on exclusion due to diarrhoea and vomiting will apply.

Parental/Pupil Feedback

- The school values parental and pupil opinions and will welcome feedback on how the club is run.
- Parents may come and speak to the Play Leader to discuss matters pertaining to the clubs, but must understand their first duty is to supervise the children and it may be necessary to hold a conversation at another time.

Ground Rules

- Staff will be responsible for the care and management of children, treating them with respect at all times.
- At least two members of staff will be in attendance at any time.
- The clubs will comply with Food Hygiene Regulations (2013).

Behaviour

- All children will be expected to behave well, show respect, be polite, look after equipment and resources, and be co-operative and courteous to staff and to each other.
- If a child's behaviour is not considered acceptable for any reason, staff will inform parents/carers. If immediate improvement is not made, after consultation with the parents/carers and due warning, the child's place at the club will be forfeited.

Booking, Fees and Administration

Booking arrangements

- Breakfast Club and After School Club are open for business for Primary Aged children enrolled at Newport Community School Primary Academy.
- Staffing levels may need to fluctuate to meet the staff/pupil ratio, therefore it is essential that bookings are made **in advance**.
- Payments should be made **in advance** using the My Child at School system. Invoices are issued half termly. The payment balance will show both the payment due and details of the sessions booked.
- Child care vouchers provided by employers are accepted.
- In the event of closure due to extreme weather, a member of the school staff will endeavour to contact individuals affected via text message. Local radio stations will also broadcast school closures due to extreme weather. If the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

- **The published times of the Extended Services Clubs are absolute.** The Headteacher reserves the right to refuse Extended Schools Club bookings from any parents/carers who contravene these times on two occasions or more in any one academic year. If a child is collected after the finish time of 17:30pm, a charge of £5.00 will be applied for each 15 minutes. This is to contribute towards staffing costs. This will be added to your child's MCAS account each month.
- The School operates a No Debt Policy. If you have a problem paying the fees or your circumstances change, please talk to the Headteacher. All matters will be dealt with as quickly as possible and with discretion. The club reserves the right to exclude a child if fees are not paid and no information on circumstances pertaining to non-payment are received.
- Charges will be reviewed periodically to ensure the sustainability of the club.
- Pre-booked sessions will not be charged when a child is on a residential activity organised by the school.
- **Three weeks notice** is required to give up a space, pre-booked sessions will be charged for the three weeks where no notice is given.

Fees 2024/25

The club runs as a totally parent-funded provision. Fees are reviewed annually and are payable monthly/half termly **in advance** for pre-booked sessions.

Breakfast Club Charges (Term Time only)	
From 07:30 – 08:35 (Monday to Friday) (with a selection of breakfast options)	£3.50 per child per day
After School Club Charges (Term Time only)	
15:05 – 17:30 (Monday to Friday) (with a selection of snack options) After School Club ends at 17:30 PROMPT	£7.25 per day for the first child (£6.25 per day for siblings attending the same session)

Withdrawal of a place

There may be circumstances when the school needs to review a child's right to a place within Leaps & Bounds. These instances include:

- There is a pattern of regular non-attendance and there is a requirement for the place by another child.
- Non-payment for sessions
- Pattern of late collection of children

There are no remissions for Leaps & Bounds places.

Contact Details and Collection

Leaps and Bounds will use the contact, medical/needs information and collecting information we already hold for your child. Parents / Carers should make the School Office aware if there are different emergency contact details for before/after school sessions or special arrangements for dropping off or collecting your child.

Procedure for collection of Outstanding Payments for Services

If arrears accumulate longer than half a term or over £35, the following actions will be carried out:

1. **Informal Reminder** – Parents will be informally reminded of monies outstanding by an email and ask to make payment to MCAS within 5 days.
2. **First Formal Reminder** – If payment is not received within 5 days a formal letter requesting payment will be sent reminding parents of previous communication and requesting payments to be made immediately. Parents will be given the opportunity to set up a payment plan to bring arrears up to date.
3. **Payment Plan** – If payments agreed in the payment plan are made on time, the service provision can continue. If regular payments are not made the service will be withdrawn.
4. **Second Formal Reminder** – If no payment plan has been set up and the debt is still outstanding, a letter will be sent from the Headteacher to the parents/carers stating that the school will no longer be able to provide the service unless payment is made within 5 days.

Parents and Carers

- Parents and carers are asked to show agreement with these ground rules by signing and returning a copy of this policy annually.
- Parents are asked to complete medical and emergency contact forms and to keep the school informed of any change of emergency contacts.
- In the event of a parent wishing to raise a query or concern, this should be made in the first instance to the Play Leader of the club. If a parent is still concerned then the matter should be brought to the attention of the Headteacher.

These terms and conditions are agreed on behalf of:

Name/s of Children	
Signed (Parent/Carer)	
Date	

This agreement will be reviewed on an annual basis