

# Appleton Wiske CP Extended Schools Policy

January 2016

### Introduction

This Extended Schools policy covers the daily breakfast club and the after school clubs.

# Sessions and charges

The Breakfast Club runs daily from 8.00 am until 8.35am. The charging structure is listed below.

The After School extra-curricular clubs run from 3:15 pm until 4.15pm and After School Care from 4.15-6.00. The pricing structure is shown below.

These clubs may be changed on a termly basis. The sessions are usually run by school staff. On occasion approved outside providers may be used.

#### **Breakfast Club**

Prices are £3.00 per session from 8.00 am until 8.35am, including a healthy and varied breakfast.

### **After School Club**

Pricing-

3.15-4.15 £4

3.15 - 5.00 £7

3.15 - 6.00 £10

# **Duty of Care**

In this Extended School Policy, the Head teacher has a duty of care to ensure all the staff who provide the activities have the following essential criteria to work in our school:

- DBS checked
- Competencies and attributes enabling them to deliver activities to groups of children from the ages of 4 to 11.
- Be a good role model for the children and a good communicator
- The Club leader takes the register for every after school club session.

### Communication

• In the event of cancellation, the head teacher will inform the parents in advance. If a club is cancelled on the day, the head teacher will take the club,

- or do an alternative activity in order to ensure minimum disruption for the parents who work.
- If a parent does not collect their child on time, the head teacher or designated member of staff on cover duty will wait for a reasonable length of time and only after trying all telephone contacts, will contact social services.

# **Health & Safety**

- Each activity organiser is responsible for the risk assessment for their own particular activity. It is the responsibility of the head teacher to review these termly to check for any changes required.
- II. The school hall, library, school fields, school playground and classroom are the venues for the activities, all of which have general risk assessments in place, produced by the school staff.
- III. All food for use at breakfast club or craft club is kept in sealed containers according to food hygiene regulations.
- IV. At all times it is our policy that there is a qualified first aider on site for all before and after school clubs.

# Ethos and policies

The after school club will function under the ethos and auspices of all school policies. E.g. the Behaviour Policy.

# **Inclusion and Equality**

All paid activities are open to all children who attend the school, aged between 4 & 11 years of age. Pupil Premium money is sometimes used to fund activities for eligible children.

SIGNED	DATE	POSITION