

Appleton Wiske Community Primary School  
Extended Schools Policy

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

### Sessions and Charges

<b>Breakfast Club</b>			
Monday to Friday	8:00am - 8:35am	Breakfast provided	£4.00 per session
<b>After School Club</b>			
Monday to Friday	3:15pm - 4:15pm	Drink and biscuit	£4.00 per session
Monday to Friday	3:15pm - 5:00pm	Drink, biscuit and snack	£8.00 per session
Monday to Thursday	3:15 - 6:00pm	Drink, biscuit and snack	£12.00 per session

On Friday, the After School Club closes at 5:00pm

### Duty of Care

The Head Teacher has a duty of care to ensure that all staff who provide 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 Manager or designated member of staff takes the register for every after school club session

### Communication

- In the event of cancellation, the Head Teacher or Club Manager will inform the parents in advance. If a club is cancelled at short notice, the Head Teacher will ensure that an alternative activity is available in order to prevent disruption for parents.
- 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.
- The school hall, library, school fields, school playground and classrooms are venues for the activities, all of which have general risk assessments in place, produced by the school staff.
- All food is refrigerated and/or kept in sealed containers according to food hygiene regulations.
- At all times it is our policy that there is a qualified first aider on site for all before and after school clubs.

### Visions, Values and Aims

The After School Club will function under the visions, values and aims of the school.

### Inclusion and Equality

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

Revised: September 2021

Review date: September 2023

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Name	Position	Signature	Date
Neil Clark	Head Teacher		
Daniel Hills	Club Manager		
Julie Noble	Club Assistant		
	Co-Chair of Governors		