



# Extended Club Provision

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## POLICY

**School Name**

St. Andrew's Southgate

**Updated**

September 2023

**Review Date**

September 2024



# St Andrew's Extended Club Provision Policy

## Introduction

The extended club provision is run by St Andrew's Primary School (CE) and exists to provide high quality activities to enrich the school experience for our pupils while at the same time providing them with a healthy active start and finish to the school day. It provides a range of stimulating and creative activities in a safe environment.

The clubs operate from 7.30am – 8.30am and from 3.30pm – 5.50pm term time, and current costs for each session can be obtained from the School Office. A copy of this policy is provided to all parents of children attending extra-curricular clubs and is also available on the school website.

Please note that no adhoc one-off bookings are permitted. Parents must book for a minimum of one term.

## Club Options

There are three different club options available from Monday to Thursday. Friday we only have two different tiers of club options available:

These are as follows:

Breakfast Club 7.30am to 8.45am. Monday – Friday Cost £6:00 per morning

Children would attend school at 7:30 am and have a healthy breakfast followed by a health and fitness activity session from 8:00 am to 8:45 am.

Enrichment Club 3:30 pm – 4.30 pm. Monday – Friday Cost £5:50 per session

This option is available for pupils who would like to attend an enrichment club. Tier 2 children – this cost is already incorporated into your cost but you must still select your activity.

Extended Club 3:30 pm – 5.50 pm. Cost £11:00 per afternoon (Monday – Thursday only) (this includes a healthy cold supper prepared by *Stir food*.)

Enrichment and Extended Club – collection of children is not permitted before 4.30pm as we do not have the staff resources to allow for earlier collection times.

## Admissions

- Only children attending St Andrew's Primary School are eligible to attend clubs.
- All places are subject to availability.
- Bookings are accepted for a minimum period of one whole term only. Bookings are made via the School Booking System – information available on the school website.
- Parents will be able to choose what day/s they want their child to attend and which club they wish to attend during the chosen time slot.
- There is no provision for ad-hoc spaces. The minimum duration of a booking is 1 school term.
- The registration process must be completed prior to the child's commencement at any club. Registration is to be completed via the School Booking System.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- All club staff are made aware of the details of a new child.
- Children's attendance is recorded on a daily register.

## **Absence**

The school will not deduct fees for club sessions not taken due to illness or other reasons. Early collections will likewise not result in reduced payment or refunds.

## **Cancellation of a club place**

In the event that you wish to withdraw your child from a club; if your club place has been approved you will still be charge for until the end of term.

## **Renewal of a club place**

Bookings are made per term only, if the contracting parent wishes to extend the booking for a further term, they must rebook their child's place using the School booking system for each term. Places will be allocated subject to availability, on a first come first serve basis.

## **Payment of Fees**

All parents must complete a registration form, via the School Booking System, for each child attending the clubs and in doing so, they agree to the terms of this policy.

Once an invoice has been generated from the Booking System, fees may be paid via the payment link available or via childcare vouchers, and your balance will be amended accordingly.

We ask that parents either pay the full amount each term, in advance, or pay by instalments on a weekly/monthly basis, Payment to be made one month in advance.

If you wish to pay by childcare vouchers, get in touch with the school immediately so that we can provide you with the relevant details for direct payment. Childcare voucher payments will be offset against your balance on a monthly basis on the School Booking System.

Failure to adhere to the terms concerning the payment of fees will result in the club place for the relevant child being withdrawn if payment is not forthcoming following the enactment of the debt recovery procedures outlined in the school's Debt Recovery Policy (available on the school website).

## **Arrival and Departure**

### **Morning Clubs**

- Parents/Carers are required to bring their child directly to the school office gate and will be met by a member of staff. There will be a thirty-minute entrance window (7.30am – 8.00am) after which entry will not be allowed.
- Breakfast will only be provided to children that arrive at 7.30am.
- Permission has to be obtained by parents if they wish their child to walk to school on their own. (See risk assessment on lone walkers).

## **After School Clubs**

### **Collection of Children**

- Staff will collect children from classrooms and escort them to the relevant rooms.
- The club staff will take a register of all contracted children and liaise with the class teacher/school office to determine why a child is not accounted for.
- If a child is attending an externally run club until 4:30pm, they will be collected from the foyer by a staff member at this time.
- Departure – no collections permitted before 4.30pm
- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a staff member that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the School Management System and that it is kept fully up to date.
- Parents must inform the school office if their child is going to be absent from a club, via the school club email address: [club@st-andrews-southgate.enfield.sch.uk](mailto:club@st-andrews-southgate.enfield.sch.uk).
- All children attending after school clubs MUST be collected and signed out by an agreed adult.

### **Daily Routine**

#### **Morning session**

- 7.30am – 8.00am parents bring their children to the school via the school office.
- 7.40am children wash their hands ready to enjoy a freshly prepared breakfast.
- 8.00am tidy up time encouraging the children to take responsibility for the environment.
- 8.05am – 8.30am children are in the hall either engaging in sport based games or quiet activities.
- 8.30am children collect their coats and bags. Children will be taken into class.

#### **Afternoon session**

- 3.30pm children will be collected from their classrooms by a member of staff.
- At 4.45pm children will sit down to eat their sandwiches and snacks.
- After eating, activities will resume.
- When parents pick up their child at the allotted time they will come to the front entrance and be allowed entry to the school via the front office. Any late pick-ups will have to be logged and a fine levied.

#### **Arrival for club after the stipulated start time of 7.30am to 8.00am**

- Please note that if you are not present at the school office gates to gain access to the Extended Club at the above start time, there is no entry to club via the main school office which is closed until 8.30am. Parents are responsible for supervising their own children in the event of late arrival and should return to main school gates for the next opening time, which will be the normal start of the school day.

## **Behaviour**

- At St Andrew's, we are proud of our children's exemplary behaviour, which is expected at any of our clubs. The school behaviour policy applies to all of our extended clubs.
- If, after consultation with parents and implementing behaviour management strategies, a child displays inappropriate behaviour, the school may decide to withdraw club provision for the child. The reasons and processes will be explained to the child and their parent/carer.

## **First Aid**

- All accidents will be recorded in the school accident book, and accurately reported to the parents/carer upon collection.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- A qualified first aider deals with all incidents.
- Parents of any child who becomes unwell during an after-school club will be contacted immediately.

## **Uncollected children**

If a child has not been collected by 5.50pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

A charge will be levied for late collection. A fee for late collection from 5.51 pm onwards will be applied at £1 per minute per child. This charge will be added as an ad-hoc charge to the child's account, payable within seven days.

## **Parking**

For safety purposes, parking is NOT permitted in the school car park either in the mornings or in the afternoon. Even if the gate is up, parking still needs to be permitted.

## **Related Whole School Policies:**

- Child protection policy
- Health and Safety policy
- Behaviour policy
- Extended Club risk assessments
- Debt Recovery Policy
- School Privacy Policy