

LENT RISE SCHOOL

EXTENDED SERVICES POLICY

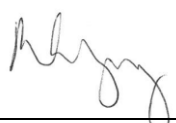

Responsibility:

Headteacher

Approved by:

Mrs Maggie Young
Chair of Governors

Mrs Jill Watson, Headteacher

Updated March 2017



Specialist Schools
and Academies Trust
THE SCHOOLS NETWORK™



Rationale

We aim to offer extra opportunities through various types of provision delivered by school staff, and a small number of independent providers - all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

Our aims

By encouraging extra-curricular activities we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life
- Enable children to have fun and enjoy a broad range of activities
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encouraging children to develop friendships between age groups and work together cooperatively
- Support family life and working parents with a breakfast and afterschool club.

Our clubs

Our extra-curricular activities fall into the following categories:

Breakfast Club - paid for provision (see further information below)

Runs from 8.00am to 9.10am

After-school Club - paid for provision (see further information below)

Runs from 3.15pm to 5.30pm

After-school activities by school staff - normally no fee provision

These normally run from 3.15pm to 4.15pm

These are organised via the school office on a termly basis. Please see the school's website for further information.

Breakfast Club

Children are able to come into Rise and Shine breakfast club from 8.00 onwards Monday to Friday. They are provided with water, juice, toast and/ or cereal / yoghurt / fruit at a cost of £5.00 per day.

Games are made available and children are encouraged to socialise and work with one another in a relaxed and informal environment whilst also being prepared for the school day.

Once places are booked at breakfast club, fees will be charged, even in the event of non-attendance (this does include illness).

Admission

Parents and carers need to complete an application form and return to the club leader. Each child must be registered individually. Registration does not guarantee

an immediate place. The club leader will then contact to confirm places and potential start date.

Bookings

Bookings should be made in advance through the club leader. Ad hoc bookings are available but please note these are limited as the club is often fully booked. For busy sessions a waiting list may be operated. Priority will be given to existing registered pupils and siblings.

Session fees cover salaries for staff, resources and food.

Sessions are payable in advance via Parent Pay or childcare voucher. Please contact the club leader for further information.

Designated Person for Child Protection

Rise and Shine's designated person is Mrs Kelly Ide. She is supported by the school's designated persons Mr Rob Jenkins and Mrs Jill Watson.

First Aiders

All teacher and teaching assistants at Lent Rise have received emergency first aid training.

Rise and Shine's paediatric trained staff members are Mrs Kelly Ide, Mrs Kirsty Foley and Miss Hannah Dudley. Staff will follow school first aid procedures.

Childcare Qualifications

Mrs Kelly Ide, Miss Hannah Dudley and Mrs Kirsty Foley hold Level 3 childcare qualifications and Mrs Zamira Osmani is working towards her level 3 childcare qualification.

Food Hygiene

Mrs Zamira Osmani, Mrs Kelly Ide and Mrs Alexia Lewis have completed food hygiene training.

Rise and Shine Breakfast Club follows Lent Rise School's whole school policies. Please see the school www.lentrise.bucks.sch.uk for policy documents.

Beginning and End of Session Arrangements

Parents will sign children in when they arrive to a session. A staff member will lead key age groups to their classes at morning registration time e.g. KS2 at 9.05, KS1 at 9.10 and EYs at 9.10am and these staff will note times and sign for their arrival to class.

Enabling Opportunities

Clubs are advertised to all children. Where barriers to children participating exist we try to overcome these by:

- Subsidising clubs so that children from families experiencing financial difficulties can attend.

- Operating a 'tiered choice' allocation system.
- Ensuring a member of staff is always on site to support children with special needs should an issue arise.
- Addressing any other special needs that might require adaptation of the school environment.

Charges for clubs

The cost of the breakfast club is kept to a minimum. Fees must be paid in advance. Refunds are not available unless 2 weeks' notice is provided for cancellation of required places.

Complaints

Please follow the school's complaints and resolution procedure, with the first point of communication being with the club leader.

Afterschool Club

Children are able to come into Orchard Afterschool Club from 3.15pm until 5.30pm Monday to Friday. There are a variety of options available, children can attend from 3.15pm to 4.30pm for £4, 4.30pm to 5.30pm for £5 (if in a teacher led club prior to afterschool club) or 3.15pm until 5.30pm for £8. Children who attend the session will be offered a healthy snack before 4.30pm (fruit, yoghurts, juice, water or milk). For the children who attend until 5.30pm, they will be provided with a light tea snack after 4.30pm including sandwiches and vegetables.

Games and other activities are made available and children are encouraged to socialise and work with one another in a relaxed and informal environment.

Once places are booked at afterschool club, fees will be charged, even in the event of non-attendance (this does include illness).

Admission

Parents and carers need to complete an application form and return this to the club leader. Each child must be registered individually. Registration does not guarantee an immediate place. The club leader will then contact to confirm places and a potential start date.

Bookings

Bookings should be made in advance through the club leader. Ad hoc bookings are available but please note these are limited as the club is often fully booked. For busy sessions a waiting list may be operated. Priority will be given to existing registered pupils and siblings.

Session fees cover salaries for staff, resources and food.

Sessions are payable in advance via Parent Pay or childcare voucher. Please contact the club leader for further information.

Designated Person for Child Protection

Orchard's designated person is Mrs Kelly Ide. She is supported by the school's designated persons Mr Rob Jenkins and Mrs Jill Watson.

First Aiders

All teacher and teaching assistants at Lent Rise have received emergency first aid training.

Orchard's paediatric trained staff members are Mrs Kelly Ide, Mrs Kirsty Foley, Miss Hannah Dudley and Mrs Patricia Moriarty. Staff will follow school first aid procedures.

Childcare Qualifications

Mrs Kirsty Hudson, Mrs Kelly Ide, Mrs Kirsty Foley, Mrs Alexia Lewis and Miss Hannah Slade hold Level 3 childcare qualifications and Mrs Zamira Osmani and Mrs Patricia Moriarty are working towards their level 3.

Food Hygiene

Mrs Kelly Ide, Mrs Alexia Lewis and Mrs Zamira Osmani have all completed food hygiene training.

Orchard Afterschool Club follows Lent Rise School's whole school policies. Please see the website for policy documents.

Beginning and End of Session Arrangements

Staff will sign children in when they arrive to a session. A staff member will escort the children to meet their parents when they arrive, parents will sign their child out at collection.

Enabling Opportunities

Clubs are advertised to all children. Where barriers to children participating exist we try to overcome these by:

- Subsidising clubs so that children from families experiencing financial difficulties can attend.
- Operating a 'tiered choice' allocation system.
- Ensuring a member of staff is always on site to support children with special needs should an issue arise.
- Addressing any other special needs that might require adaptation of the school environment.

Charges for clubs

The cost of the afterschool club is kept to a minimum. Fees must be paid in advance. Refunds are not available unless 2 weeks' notice is provided for cancellation of required places.

Complaints

Please follow the school's complaints and resolution procedure, with the first point of communication being with the club leader.