



# Extended Services Policy

<b>Review Date</b>	<b>Reviewer</b>	<b>Approved by</b>	<b>Date Approved</b>	<b>Implementation</b>
	Headteacher	Executive Headteacher	20 July 2023	September 2023
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## Revision History

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1	July 2023	New Policy

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	<b>Contents</b>	<b>Page No.</b>
1.	Introduction	4
2.	Aims	4
3.	Objectives	4
4.	Legislation	4
5.	Responsibilities	5
6.	Wrap Around Admissions and Fees	5
7.	Extra-Curricular Clubs and Activities	7
8.	Arrivals and Departures	8
9.	Health and Safety	10
10.	Medication	10
11.	Behaviour	11
12.	Early Years	11
13.	Emergency evacuation / closure	11
14.	Links with other policies	12

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## 1. Introduction

Meadowdale Academy is part of the North East Learning Trust and provides extended services to registered pupils from Reception to Year 6. Extended services encompass all activities which take part beyond the statutory school day, including breakfast club, extra-curricular activities/clubs, and wraparound care.

Places available within each extended service depend upon the activity and age of the children. We ensure that all legally required ratios for the relevant age range are met.

Appropriate safeguarding procedures will be in place where breakfast club, wraparound care, extracurricular clubs, and activities are delivered by external providers.

## 2. Aims

The aims of the policy are to:

- provide affordable childcare for registered pupils from Reception to Year 6 beyond the school day.
- provide fun and motivating extra-curricular activities (after school clubs).

## 3. Objectives

The objectives of the policy are to:

- enable pupils to participate and enjoy being part of a club of choice.
- ensure all pupils have access to extra-curricular activity.
- build relationships between pupils and adults.
- enable parents/carers to have access to wraparound care.

## 4. Legislation

This policy has been written in accordance with the following legislation and statutory guidance:

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Children Act 1989
- The Protection from Harassment Act 1997
- The Malicious Communications Act 1988
- The Public Order Act 1986
- The Human Rights Act 1998
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- The Health and Safety at Work etc Act 1974
- The Children Act 2004
- The Equality Act 2010
- The Children and Families Act 2014
- Wraparound and holiday childcare – Parent and childcare provider ‘rights to request’.

## 5. Links with other policies

This policy should be read alongside the following Trust and Academy policies which can be

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accessed via the Trust and Academy websites (hard copies are available on request from the school office):

- Acceptable Use
- Arrivals and Departures
- Behaviour
- Complaints
- Health and Wellbeing
- Managing Medication
- Safeguarding
- Supporting pupils/students in school with medical conditions

## 6. Responsibilities

### Trust

The Trust will ensure that they provide support to the Headteacher in deciding whether the Academy should provide new or different childcare services.

### Headteacher

The Headteacher will:

- ensure the policy is communicated to all staff, pupils, and parents/carers and monitor the implementation of the policy.
- be responsible for the day-to-day management of the policy and systems.
- determine the financial viability and practicalities of any childcare service and ensure this meets the needs of the school.
- ensure staffing ratios are adequate and meet legal requirements of the pupils accessing extended services.

### Teaching and Support Staff

All staff will:

- adhere to the policy and ensure that it is implemented fairly and consistently.
- undertake training as directed by the Executive Headteacher and/or Headteacher.

### Parents/Carers

Parents/Carers whose child attends the extended service care at the Academy will:

- ensure they have read and understood the policy.
- ensure they follow the booking and payment system requirements.
- complete and return the relevant documentation sent to them by the Academy.

### Pupils

Pupils should:

- follow the Academy rules at all times.
- adhere to the Academy's behaviour policy.

## 7. Allocation of Places to Wraparound Care

The school has a first come, first served policy for admissions to wraparound care. When all the places have been filled, new applications will be placed on a waiting list. Places will be offered

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in accordance with the following criteria:

- Registered pupil (Reception to Year 6) with a sibling already attending the session.
- Registered pupil (Reception to Year 6).

The staff to child ratio for our school's wraparound services is 1:15 (based on pupils aged 5-11 attending).

## 8. Registration and Fee Structure

Upon registration, parents/carers are given the following information:

- The availability of places
- Admissions and Fees Policy
- Wraparound information leaflet

Parents/carers are required to complete and return the following forms before children attend the clubs:

- Registration form
- Parent contract
- Booking form

In addition, parents/carers will also complete an Authorised Person Information Collection form, which outlines:

- The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
- Brief descriptions of each authorised individual.
- A password for each authorised individual.

Pupils will not be able to attend breakfast club, wraparound care, extracurricular clubs, and activities should parents/carers fail to complete and return the relevant paperwork.

### Breakfast Club

The standard daily fee for attending the breakfast club is £4.50. The session runs from 7:30am until 8:45am.

### After School Care

The fees for wraparound care after school are as follows:

- 15:15 to 16:15 - £4.50
- 15:15 to 16:45 - £6.50
- 15:15 to 17:00 - £7.50

Parents/carers should also note:

- All fees must be paid upon booking – without payment, the system will cancel the booking.

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- Fees can be paid by electronic transfer via the School Gateway.
- The Academy accepts childcare vouchers.
- Full payment will be taken if the parent/carer fails to cancel their child's place before 4pm the day before for morning sessions and 9am on the day of the session for night sessions.
- There is a fee of £10 for the late collection of a child and failure to pay this fee will result in the place at after school wraparound care being withdrawn.
- Failure to pay for sessions on time, or where non-payments are carried over from a previous term, may result in the Trust withdrawing access to extended services.

At the discretion of the Headteacher, pupil premium funding may be used to enable disadvantaged pupils to access wraparound and extra-curricular activities.

### 9. Extra-Curricular Clubs and Activities

A wide variety of extra-curricular activities are offered to all pupils at Meadowdale Academy with the aim of developing pupils' life skills, such as sports and drama— these are not the same as wraparound care.

Extra-curricular activities are also used to give pupils the opportunity to explore things which they may never experience by exploring beyond the national curriculum.

A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage teamwork.

Clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.

In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extra-curricular clubs and activities.

Extra-curricular clubs and activities are provided at a charge of £5 per half term. The Academy may provide some provision free of charge, including lunchtime activities.

Clubs and activities follow a first come, first served basis. When all the places have been filled, new applications are placed on a waiting list. Parents/carers will be informed in advance should a particular club operate a different system to allocate places.

Extra-curricular clubs are organised, managed and conducted in accordance with the Academy's existing policies and procedures and parents/carers and pupils must adhere to them.

The staff to pupil ratio for extra-curricular clubs and activities is 1:30. When activities involve going off the school site, this ratio is subject to the age range and needs of pupils in attendance.

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Pupils participating in the club/activity are registered at the beginning and end of the session.

All extra-curricular clubs and activities follow the same procedures and protocols as the school's extended services.

Whilst clubs and activities are being conducted, the designated member of staff leading the extra-curricular club is responsible for the safety and welfare of all pupils.

Staff delivering the extra-curricular club will be determined based on the needs of the pupils attending.

## 10. Arrivals and departures

The Academy is fully committed to the safety and security of all the children in its wraparound care and extra-curricular clubs.

- Children and their families are able to access the site for extended service provision during the following times:
  - Breakfast Club: 7:30am – 8:45am
  - Afterschool Clubs: 3:15 – 4:15pm
  - Wrap Around: 3:15 – 5:00pm
- Children attending Breakfast Club are escorted to their respective classes by a member of the breakfast club team at 8.40am.
- Children attending after school clubs will be sent to the meeting point (children in EYFS/KS1 will be escorted by a member of staff).
- Parents and carers are expected to ensure children are collected from after school clubs by a suitable adult, unless alternative arrangements have been agreed by the Designated Safeguarding Lead. All children must be collected from the main school entrance at 4:15pm.
- Children must be collected by a named adult (on their individual contact form) from Wrap Around. The final pick-up time for this service is 5:00pm.

### Uncollected children

If a parent/carer is more than 30 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent/carer or an emergency contact, they contact the local social care team for advice.
- The child remains on the premises with a member of staff or is placed with the local social care team.
- The parent will be issued with a penalty notice and no future sessions can be booked without payment being made.

Individual circumstances are taken into account and penalty fees will be issued accordingly.

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## 11. Health and safety

All members of staff are aware of their responsibilities and duties in regard to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses in the Accident book.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.

### Illness and injury

In the event of illness or injury, the school will act in accordance with the Accident Reporting Procedure Policy, Near-Miss Policy and the First Aid Policy.

Wraparound staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. There will always be a first aider on site. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child.
- If a child is complaining of illness, but the member of staff feels the child may be well enough to stay in the provision, they monitor the child until the end of the session.
- If a child suffers a minor injury, first aid is administered, and the child is closely monitored for the rest of the session.

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called, and a member of staff accompanies them.
- The parents of the child are notified after the ambulance has been called.
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future.

## 12. Medication

Administering medication to a pupil whilst they are attending breakfast club, extra-curricular activities/clubs, and/or wraparound care will be carried out in accordance with the Trust's Supporting Pupils with Medical Conditions Policy and Managing Medication Policy.

## 13. Behaviour

Pupils attending breakfast club, extra-curricular activities/clubs, and/or wraparound care MUST adhere to the Academy's Behaviour Policy.

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Repeated breaches of the Behaviour Policy may result in the child being unable to attend extended services.

Any fees paid by the parent/carer are returned where a child is not allowed to attend breakfast club, extra-curricular activities/clubs, and/or wraparound care because of their behaviour.

#### 14. EYFS

Children in Reception are able to participate in extra-curricular clubs and activities from the spring term.

#### 15. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted.
- All children are evacuated from the building and taken to the designated emergency assembly point – this is the Key Stage 1 playground.
- A member of staff checks that all the children are at the emergency assembly point, using the club/wrap around register.
- If a child is missing from the emergency assembly point, the emergency services are immediately informed.
- Parents may be contacted to collect their children.
- All children remain at the emergency assembly point until they are collected by their parent.

If a child has not been collected after undergoing the emergency procedure, members of staff follow information in the section titled 'Uncollected Children' within this policy.

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