

Extended Schools Club Policy

Due to the high demand for places we will now be strictly adhering to the extended schools policy. Please be aware that we will now be enforcing a strict payment policy. Money must be included with your booking to secure your place.

1. Admission

Breakfast club and After School club welcome applications from the parent/carers of all children from Reception to year 6 who attend Hurst Park Primary School.

We work in partnership with parents/carers in caring for your child. Our staff will have both the time and the training to welcome you and your child to the club.

Places are offered on a first come first served basis. Priority will be given to subsequent children of existing users. Once the clubs are full on a particular day, we will not accept any further bookings.

You will be required to complete a booking form with the child's name, class, details of when they will be attending and any allergies or medical information that we would need to know.

2. Aims and Objectives

We aim to offer 'out of school' care to children from Reception to year 6. We aim to offer play and educational opportunities that are both fun and challenging.

We follow all the policies that are covered by Hurst Park Primary School.

The clubs will provide a balanced range of activities, taking account of the ages, development needs and interests of the children.

3. Registration

Upon arrival at Breakfast Club on the table there is a red folder with a daily register. Each child must be signed in with a parent/carer signature. After School Club have a daily register and each child needs to be signed out at the end of each session.

4. Hours

Breakfast club is open from 8am to 8.55am. Once the morning bell has gone, each child goes into their class. Key stage one and foundation are taken round to class by an adult.

After School Club is open from 3.15pm to 5.30pm, Reception and key stage one are taken to the library by their teacher at the end of the day and handed over to a member of the After School Club team.

5. Late Collections

Please note that After School Club is only open until 5.30pm. Children not collected by this time will be dealt with under our uncollected child policy and the appropriate charges made even if contact has been made with After School Club. If a child is collected late more than 3 times, their name will be taken off the register and they will no longer be allowed to attend After School Club.

6. Code of Conduct

We aim to promote positive behaviour by treating everyone connected with dignity, respect and fairness at all times by creating a safe and secure environment.

We will achieve this by:

- Valuing each child as an individual.
- We will ensure that staff interaction with children builds confidence and encourages learning new skills.
- We will work with Parents to promote positive behaviour and deal with difficult behaviour.
- We will encourage children to take responsibility for their own behaviour.

7. Booking and Payment

To secure a place for your child, booking and payment **must** be made in advance of the sessions to be attended.

Same day bookings – If you need to book your child into After School Club “on the day” you must speak to a member of the office staff who will confirm your booking if spaces are available. Please note that in these circumstances if payment has not been made at the time the request was made, then payment must be made on collection or the child will not be booked into any further sessions.

8. Non Attendance

In the event of a cancellation 24 hours’ notice must be given or you will be charged in full. If you cancel in advance of 24hours you will be able to carry forward up to 3 sessions. If a child is off sick we will hold their session in credit until the next convenient session. If a child is unable to attend for other reasons you must let the relevant club know. Unless there are exceptional circumstances, only 3 sessions will be carried forward. The remaining sessions will be charged at our normal rate.