





## Extended Services Policy

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**Abstract:** This policy details arrangements for before and after school clubs including teacher-led clubs and external provision.

Approved by:	Mrs M Young Chair of Governors	
Approved by:	Mrs J Watson Headteacher	
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## **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

### **Afterschool Club - paid for provision (let to Get Active Sports)**

Runs from 3.15pm to 6pm

<https://www.getactivesports.com/get-active-courses/breakfast-after-school-clubs/>

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

These normally run from 3.15pm to 4.00pm but are not guaranteed. Teacher-led clubs are run for part of the term to suit the teaching timetable. These club places are offered using a preference system - where possible clubs will be allocated, but places are not guaranteed. 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 8.00am onwards Monday to Friday. Breakfast is provided till 8.40am with water, juice, toast and/or cereal / yoghurt / fruit at a cost of £6.00 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.

### **Bookings**

We have an online booking system for the Rise and Shine Breakfast Club. The system is called School Gateway and is provided by Schoolcomms. Bookings are made on a first come first served basis.

Session fees cover salaries for staff, resources and food.

Sessions are payable on the School Gateway. Payment can also be made with childcare vouchers, please contact the club leader for further information. Once places are booked on the School Gateway, fees will be charged and should be paid immediately, even in the event of non-attendance (this does include illness).

### **Designated Person for Child Protection**

Rachael Small is the nominated DSL for Lent Rise School, supported by Jill Watson and Sarah Boxall as additional DSLs.

Get Active Sports have their own DSL - see website for up to date details.

### **First Aiders**

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

All Rise and Shine's staff members are paediatric first aid trained. Staff will follow school first aid procedures.

Get Active staff are responsible for providing their own first aid cover.

### **Childcare Qualifications**

Kirsty Foley, Hannah Wise, Alexia Lewis, Mary Porter and Mrs Zamira Osmani hold Level 3 childcare qualification.

### **Food Hygiene**

All Rise and Shine Breakfast club staff members have completed food hygiene training with the club following Lent Rise School's whole school policies. Please see the school [www.lentrischool.co.uk](http://www.lentrischool.co.uk) for policy documents.

Get Active are responsible for their own food hygiene training and arrangements.

### **Beginning and End of Session Arrangements**

Rise and Shine Breakfast Club - 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.

Get Active are responsible for collecting children for club and ensuring children go home with the correct person as per their own policies.

### **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.
- Places for Get Active holiday care are available through the Buckinghamshire Holiday Activities and Food programme, provided to children who are eligible for Free School Meals. Vouchers are provided directly from Buckinghamshire Council and distributed via the school office.

### **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.