



The Quercus Federation
Extended School Policy

Northiam Church of England Primary School

This policy was adopted on April 2019

This policy is due for review on April 2020

Signed (Chair of Governors)

Signed (Executive Headteacher)

Date:



This policy covers the operation of care and activities provided by the school outside of the school day. The aim of out Extended School provision is to provide a high quality, cost effective service which offers wide opportunities for our children.

Extended School provision will operate each day of the schools operation in two sessions:

Breakfast Club: 8.00am – 8.45am

After School Club: 3.15-5.15pm

Pricing

Breakfast Club: £2 per day - Free if only attending for Active Sports (Tuesday & Thursday)

After School Club: Collection up to 4.15m – £3.00

Collection between 4.15 – 5.15pm- £6 per day

Please provide you child with a healthy drink and snack for after school club, breakfast will be provided for the children in the breakfast session.

At the end of the school day, children who are not collected from school by 3.30pm (where we have not been notified) will be taken to After School Club and Parents will be asked to pay the normal sessional rate per each afternoon session taken up. The situation will be monitored, and if this occurs regularly, families will be asked to discuss the matter with the Head of School, for reasons of health and safety.

Parents who fail to collect their children after 5pm (who have not notified the school) will be charged an additional £5 per 15 minutes to cover additional staffing costs.

Booking

A registration form must be completed for all bookings, bookings can be made book up to one term in advance. Flexible bookings can be made by phone on the day providing there are spaces.

Payments

For those children who book on a termly basis, basic fees should be paid either in advance or on the day of attendance. For those attending on an 'ad hoc' basis, fees should be paid on the day of attendance, but subject to space. Please note that a place for your child will need to be agreed by the school office or club co-ordinator and a registration form completed and returned before you booking is secure. All places are subject to availability.



Cancellations

If a child is absent from school it will be presumed that they will be absent from the club unless advised to the contrary. In the event of a club being cancelled by the school or preventing the child from attending a club /Moorhens, then a full refund will be made.

If you wish to cancel a booking please let us know as soon as possible; or by the end the of the school day for breakfast club the next day, or at the start of the school day for after school club.

Behaviour

Breakfast and after school club have the same level of expectation of behaviour as the general school expectations. If a child' behaviour is unsettled after a period of time and all attempts to accommodate them have not worked, parents/carers may be contacted to discuss their child's attendance. Our concern is for the happiness and well- being of all the children that attend the club and if any child disrupts the club, we reserve the right to withdraw the space.