

Ashmole Primary School



Extended Day Centre Policy

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Extended Day Centre (EDC) Policy

1. Ashmole Primary School provides extended services in the form of a breakfast club and an after school club which is open to all pupils who attend the school. The EDC building is purpose built and is situated within the school grounds but is separate from the main building.

Children attending the EDC have the opportunity to take part in adult-led activities as well as being able to choose from a range of self-directed play options.

The staff employed to work in the EDC are employees of Ashmole Primary School and, as such, the EDC and EDC staff are subject to the same policies and codes of conduct as the school.

2. After School Club

- 2.1 The After School Club is open to children from 3:30 – 6pm Monday to Friday during term time. There may be days when a whole school event, such as the Summer Fair, means that the After School Club will not run on a given day. Parents will be informed about such closures in a newsletter at the beginning of each term.
- 2.2 The pricing structure for After School Club is available on the school website and from the school office upon request. All places must be paid for through Parent Pay; details of which are available from the school office.
- 2.3 Information about the booking of places is available on the school website and from the school office upon request. Places should be booked half a term in advance. Ad hoc places may be given, but these are subject to availability. Registration forms for each child attending must be completed by parents/carers before children attend After School Club.
- 2.4 The price of each After School Club session includes a snack, dinner and drinks, prepared daily by EDC staff. Information about the food available each day is communicated to parents in a newsletter at the beginning of each term.
- 2.5 The school subsidises 50% of the cost of places for children in receipt of the Pupil Premium Grant. In order to receive this subsidy, parents/carers must provide evidence of the relevant documentation to the school office.
- 2.6 A range of activities will be provided by the staff, including indoor and outdoor play. The range of activities provided will vary according to staff changes and availability of resources but may include sports, construction play, role play and dressing up, arts and crafts, board games, films, cooking, homework support and reading. A timetable of the different activities available will be sent to families in a newsletter at the beginning of each term. Outdoor sessions take place either in the EDC playground or in the main school playground and are supervised by adults at all times.
- 2.7 A risk assessment of the EDC facilities is completed yearly by the Premises Officer and shared with EDC staff. EDC staff are first aid trained and a first aid kit is kept in the EDC building. First aid is given according to the school's policy.
- 2.8 Children in the EYFS and Key Stage 1 are collected from their classrooms at 3:25pm by a member of EDC staff and escorted to the EDC. Children in Key Stage 2 make their own way to the EDC after being dismissed by their class teacher at 3:30pm. All children must be signed in on the attendance register. A member of EDC staff will remain at the front desk from 3:30 until 3:45pm to register children. After this time the site will be secured. A member of EDC staff is

always stationed near the front desk to let parents in as they come to collect their child and to ensure that children are signed out by the person collecting them. No child is allowed to leave unless they have been signed out.

- 2.9 Children can be picked up from After School Club at any time up to and including 6pm. Any child picked up after 6pm is deemed a late collection. Parents who know they are going to be late must call the school office to notify them and to let them know their estimated time of arrival to pick up their child. The following stages will apply to all late collection incidents:

If a parent/person collecting calls to make EDC staff aware of the late collection

- No sanction applies for this late collection, but the parent/person collecting will be required to sign the late register
- If there are 2 further incidents of late collection (in the same school year), even if EDC staff are made aware, the sanctions below will be applied.

If a child is uncollected at 6pm and the parent/person collecting has not called to make EDC staff aware

- EDC staff will attempt to contact the parent/person collecting on the numbers provided on the registration/emergency contact form. If this person cannot be contacted, EDC staff will call all numbers listed on the emergency contact forms until someone with responsibility for the child has been reached
- The parent/person collecting will be required to sign the late register
- A second late collection will incur a £10 fine (and the parent/person collecting will be required to sign the late register)
- Subsequent late collections will incur a £10 fine (and the parent/person collecting will be required to sign the late register); **and may result in the child having their place withdrawn from the EDC**

If a child is uncollected at 6:15pm and the parent/person collecting has not called to make EDC staff aware

- If the EDC staff are not able to contact any of the people on the emergency contact form and the child is still uncollected, Lambeth Social Care should be contacted (number available from the school office)

3. **Breakfast Club**

- 3.1 The Breakfast Club is open to children from 7:45 – 9am Monday to Friday during term time.
- 3.2 The pricing structure for Breakfast Club is available on the school website and from the school office upon request. All places must be paid for through Parent Pay; details of which are available from the school office.
- 3.3 Information about the booking of places is available on the school website and from the school office upon request. Places should be booked half a term in advance. Ad hoc places may be given, but these are subject to availability. Registration forms for each child attending must be completed by parents/carers before children attend Breakfast Club.
- 3.3.1 The price of each Breakfast Club session includes a hot and/or cold breakfast option and drinks.

- 3.4 The school subsidises 50% of the cost of places for children in receipt of the Pupil Premium Grant. In order to receive this subsidy, parents/carers must provide evidence of the relevant documentation to the school office.
- 3.5 A range of activities will be provided by the staff, including indoor and outdoor play. The range of activities provided will vary according to staff changes and availability of resources but may include sports, construction play, role play and dressing up, arts and crafts, board games, films, cooking, homework support and reading. A timetable of the different activities available will be sent to families in a newsletter at the beginning of each term. Outdoor sessions take place either in the EDC playground or in the main school playground and are supervised by adults.
- 3.6 A risk assessment of the EDC facilities is completed yearly by the Premises Officer and shared with EDC staff. EDC staff are first aid trained and a first aid kit is kept in the EDC building. First aid is given according to the school's policy.
- 3.7 Children are registered upon arrival by a member of EDC staff at the front desk. At 8:55am children are escorted to their classrooms by a member of EDC staff where they are then supervised by their class teacher ready for the start of the school day.