Denby Free CoE VA Primary School

Extended Services Policy

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Statement of intent

Denby Free CoE VA Primary School believes in creating a safe, welcoming and stimulating environment for all the pupils in its care. The school believes that a safe social atmosphere helps pupils of all ages to develop their social skills and confidence.

In order to help and support parents/carers, the school aims to provide an affordable and convenient wrap-around childcare service. Breakfast (Early Birds) and after school (The Nest) club is made available to pupils aged 4 to 11, allowing parents/carers more flexibility with their working hours.

The clubs cater for up to 24 pupils at a time, ensuring that the staff to pupil ratio is within the prescribed numbers depending on the age of the children.

Denby Free provides numerous extra-curricular clubs and activities as a method of developing the social, sporting, emotional literacy and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

1. Legal framework

1.1. This policy has due regard to statutory legislation including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974;
- The Children Act 2004;
- The Equality Act 2010;
- The Children and Families Act 2014.

1.2. This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2014) 'Health and safety: advice on legal duties and powers';
- DfE (2024) 'Keeping children safe in education'.

1.3. This policy is used in conjunction with the following school policies and procedures:

- Accident Reporting Procedure Policy;
- Administering Medication Policy;
- Anti-Bullying Policy;
- Complaints Procedure Policy;
- Health and Safety Policy;
- Behavioural Policy;
- Fire Evacuation Plan.

2. Wraparound and holiday childcare

2.1. Wraparound childcare is defined as childcare provided before school, from 7:30am until the start of the school day and after school, from 15:25 until 18:00.

2.2. Parents/carers have the right to request wraparound for children in Reception, up to Year 6.

2.3. The charges for wraparound do not exceed the cost of providing the services.

2.4. Parents/carers are advised to book all required sessions by telephoning the school office no later than 1pm on the day before the required booking. Ad-hoc bookings are not guaranteed. Parents are encouraged to book in advance. Parents/carers are expected to pay for all booked sessions, prior to, or when booking.

2.5. The school is permitted to refuse the decision to provide the service only under the following circumstances:

- There is a lack of a suitable space.
- The booking policy has not been followed and a place is not booked correctly.
- There is a lack of demand from parents/carers.

- The school is unable to make arrangements with partner organisations.
- The school has been placed in special measures.

2.6. If the school is unable to provide the service, parents are informed of alternative services in the local area.

3. Admissions and fees

3.1. Denby Free has a first come, first served policy for admissions to extended services. When all the places have been filled, new applications are placed on a waiting list. The following cases are prioritised:

- Siblings of pupils already attending;
- Pupils who attend Denby Free;

3.2. The staff to pupil ratio for Denby Free's extended services is 1:12. When activities involve leaving the school premises, this ratio changes to 1:10.

3.3. Before registration, parents/carers are signposted to the following information on the school website:

- The Relationship and Behaviour Policy;
- the Complaints Policy;
- the Charging Policy.

3.4. The standard daily fee for attending the breakfast club is £6.50. There are two options for after school club. A session from 15:25 – 17:00 is £9.00. A session from 15:25 – 18:00 is £12.00. A 10 minute grace period will be given for parents who have booked to collect their child at 17:00. Parents who collect their child after 17:10 will be charged £12. When a child is collected from after school club, parents will be asked to sign their child out, confirming collection time. A late payment fee of £10 per child will be charged for any children collected later than 18:10.

The following conditions are also in place:

- All fees must be paid by Saturday for the coming week (on ParentPay);
- No place will be given without prior payment unless it is a late booking. In this case, payment will need to be made immediately.
- The clubs accept childcare vouchers from the following Childcare Voucher Providers: Edenred, Kiddivouchers, and Bravo Benefits.
- Denby Free is signed up to the Tax Free Childcare scheme Tax-Free Childcare: What Tax-Free Childcare is - GOV.UK and parents are encouraged to use this platform to benefit from a 20% discount on wraparound sessions.
- Fees are charged if attendance is booked, and the child does not attend.

3.5. Session bookings are confirmed via email or telephone, depending on how the booking is made.

3.6. In the event that a parent/carer has booked a session which clashes with a school trip/event, it is the responsibility of the parent/carer to cancel the booked sessions by contacting the school office. It is the responsibility of the parent/carer to inform the school office if their child will not be able to attend any booked session. All booked sessions will be chargable unless the school office is notified of the cancelation by 1pm on the day before the session is no longer required. Confirmation of cancelations will be via email or telephone, depending on how the cancellation is made.

3.7. Where sessions have been booked but not cancelled due to a school trip/event, refunds will be made once the parent/carer has notified the school office of the mistake.

4. Extended Services debts

4.1. To ensure that the school's budget is not adversely affected by the cost of providing Extended Services, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although this may seem harsh to some parents, it is important that the Extended Services provision does not run at a loss, otherwise the school budget will be affected and to the detriment of all our pupils.

4.2. When payment has not been received for the forthcoming week's provision, the school may provide the service where it is felt that this is a temporary situation, e.g., late booking, temporary hardship etc. However, the situation should be recorded and monitored on ParentPay.

4.3. If a child has used the Extended Services provision which has not been paid for, a text detailing how much is owed will be sent to the parents/carers the day following the session, requesting immediate payment. Prompt action will be taken to address any debt issue at an early stage in order to prevent arrears amassing.

4.4. A further text will be sent two days after the original session, reminding the parents/carers of the outstanding debt.

4.5. If the debt is not cleared three days after the session has been taken, an attempt will be made to contact parents/carers to ascertain the reason for the outstanding debt.

4.6. Where a child continues to require the provision, the school must establish if the parent/carer is experiencing hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to speak confidentially with the Headteacher, School Business Manager or School Business Assistant.

4.7. When the debt exceeds £10.00 per child, a formal letter must be sent to the parent/carer informing them of their required actions.

4.8. If the debt exceeds £20.00 per child and/or action proves unsuccessful in securing Extended Services arrears, the school will write to the parent/carer to explain that the school is not obliged to provide Extended Services where advance payment is not forthcoming.

4.9. At each meeting of the Governing Body/Finance Committee, the School Business Manager will provide Governors with details of any Extended Services debt.

4.10. If the provision is running at a loss, the Governors then will have to decide on the decision on the existence of the provision in the school.

4.11. The school reserves the right to begin legal proceedings to recover outstanding Extended Services debts and inform the LA Legal Services.

4.12. Where full or part payment is made via voucher scheme, regular conciliations should be performed to ensure that all monies due are received from the voucher company to avoid the commencement of action with the parent, should there be a delay in payment from the company.

4.13. All write-offs of outstanding debt must be approved by the Governing Body/Finance Committee following submission of details of the debt by the School Business Manager, together with reasons for no further action being taken.

5. Extra-curricular clubs and activities

5.1. Denby Free offers a wide variety of extra-curricular activities with the aim of developing pupils' life skills, such as sporting and dance clubs.

5.2. Extra-curricular activities are also used to prepare pupils for further education and professions, as well as give pupils the chance to explore things which they've never encountered by exploring beyond the national curriculum.

5.3. 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.

5.4. All 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.

5.5. Where possible, the school will link extra-curricular activities to projects within the local community and volunteering in order to help prepare pupils for further education.

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

5.7. Denby Free's extra-curricular clubs and activities are provided at a low charge, this does not include for the cost of personal or specialist equipment.

5.8. All clubs and activities follow a first come, first served policy in relation to admissions. When all the places have been filled, new applications are placed on a waiting list.

5.9. Extra-curricular clubs are organised, managed, and conducted in accordance with the school's existing policies.

5.10. The staff to pupil ratio for extra-curricular clubs and activities is 1:15 for KS1 and 1:20 for KS2. When activities involve leaving the school premises, this ratio changes to 1:10 for both year groups.

5.11. Pupils partaking in the club/activity are registered at the beginning and end of the session in order to ensure that nobody is missing.

5.12. 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.

5.13. Appropriately trained members of staff partake in clubs and activities where special educational needs and disabilities (SEND) provision is needed.

5.14. Extra-curricular clubs do not discriminate against pupils with SEND.

5.15. There will be no discount for children who attend extra-curricular clubs and after school wraparound provision (The Nest) on the same date.

6. Arrivals and departures

6.1. Denby Free is fully committed to the safety and security of all the pupils in its clubs and on the school premises; therefore, there are a number of procedures in place for when pupils arrive and leave the school premises:

- Attendance is recorded in the register; the parents/carers of any pupil who was booked to attend, and is not present when the register is called, are contacted immediately by the member of staff running the club.
- A member of staff is always present at the collection point to escort pupils to the designated areas.

6.2. At the end of the after-school care club, members of staff carry out the following checks to ensure the safety of pupils:

- Only registered individuals are allowed to collect the child. If someone other than the person registered is collecting the child, staff must be

notified by the registered person in advance.

- If the registered person is running late, staff must be notified before the end of the collection period by the registered person.

- Pupils over 9-years-old are allowed to leave the premises unaccompanied if written permission is given by the parent/carer.
- Pupils under 9-years-old are not permitted to leave the premises unaccompanied.

7. Involving parents/carers

Denby Free aims to achieve effective communication with parents/carers; therefore, it has the following protocols in place to ensure effective information sharing:

- Parents/carers are invited to visit the facilities before their child attends.
- All the club's policies are available on the Denby Free's website, and hard copies are also available upon request.
- All members of staff take note of information from parents/carers that could affect the happiness and wellbeing of their child.
- Parents/carers are welcomed at the collection point to exchange information and provide updates on their child's wellbeing.

8. Missing child procedure

Denby Free has procedures in place to ensure the safety and wellbeing of all the pupils in the school's care. If, at any time, a pupil cannot be located, the following steps are taken:

- All members of staff are alerted that a pupil is missing.
- Members of staff conduct a search of the premises and the surrounding area.
- At least one member of staff stays with the other pupils involved in the club, in order to prevent further problems and keep a calm atmosphere.
- If the pupil is not located within 10 minutes, the police and the parents/carers of the pupil are informed.
- The search for the pupil continues until the police arrive.
- The Headteacher liaises with the police and the parents/carers of the pupil.

9. Health and safety

All members of staff at Denby Free 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.
- Maintaining a safe environment for pupils and adults.
- Taking part in any relevant health and safety training.

10. Illness and injury

10.1. In the event of illness or injury, Denby Free acts in accordance with the Accident Reporting Procedure Policy, Near-Miss Policy and the First Aid Policy.

10.2. All members of support staff at Denby Free are trained in first aid and are aware of their duties if a pupil is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a pupil becomes ill, the parents/carers are contacted and asked to collect their child.
- If a pupil is complaining of illness, but the member of staff does not believe it is serious, they monitor the pupil until the end of the day.
- If a pupil suffers a minor injury, first aid is administered, and the pupil is closely monitored for the rest of the day.

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

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

11. Medication

11.1. Members of staff always act in accordance with the school's Supporting Pupils with Medical Conditions Policy and Administering Medication Policy.

11.2. At Denby Free, members of staff are aware of the importance of administering prescribed medication to pupils. The school understands that parental consent is crucial. With this in mind, Denby Free has the following rules in place for administering medication to pupils:

- Before any medication is given, parents/carers are required to complete an Administration of Medication form.
- When a member of staff administers medication, another member of staff witnesses the process.
- Details of the process are recorded on the pupil's record on the Inventory system.
- If a pupil refuses to take the medication, the member of staff does not administer it. The parent/carer is notified upon collection.
- If a certain medication requires training to administer, only members of staff with the relevant training will administer it.
- If there are changes to the dosage or frequency of the medication, it is requested that the parents/carers update the Administration of

Medication form or completes a new one. Parents/carers are required to sign the forms again before any change in procedure.

12. Behaviour

12.1. The breakfast club and after-school care club are subject to the existing Behaviour Policy and disciplinary issues are reported to the parents/carers of the pupil.

12.2. Continuous bad behaviour and rule breaking may result in the pupil being barred from attending the clubs.

12.3. Any fees paid upfront by the parent/carer are returned if a pupil is barred from attending the clubs.

13. Anti-Bullying Policy

13.1. Denby Free has a strict Anti-Bullying Policy which is implemented at all times.

13.2. Any pupil who is the victim of bullying is supported in a sympathetic and friendly manner.

13.3. If bullying is reported, it is noted by a member of staff and the parents/carers of both pupils are informed.

13.4. Denby Free defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.

13.5. If it is discovered that bullying has taken place, the following procedures are adhered to:

- Incidents are dealt with in a sensitive and thorough way.
- Victims have the chance to discuss what happened with a member of staff.
- Victims of bullying are reassured that the case will be taken seriously.
- Victims of bullying are monitored to ensure further incidents do not occur.
- If another pupil reported the incident, they are reassured that they did the right thing.
- The pupil who is accused of bullying is made to understand why their behaviour was wrong.
- If the bullying persists, more serious action, such as exclusion, is considered.
- All incidents are reported to the Headteacher, and incidents are recorded

14. Uncollected children

14.1. Staff members at Denby Free do their best to ensure the effective communication between the school and parents/carers. If a parent/carer is up to 10 minutes late, the following procedures are followed:

- The parent/carer is reminded that they must notify a member of staff if they are running late.
- The parent/carer is warned that repeated late arrival will result in penalty fees.

14.2. If the parent/carer is over 10 minutes late, the following procedure is followed:

- A member of staff attempts to contact the parent/carer using the details provided on the registration documents.
- If contact is not made, a message is left. The member of staff then attempts to reach the emergency contacts listed on the registration form.
- For the duration of the wait, the child is supervised by two members of staff.
- When the parent/carer arrives, they are advised that they will be issued with a penalty notice of £10.00 via ParentPay.

14.3. If the parent/carer is more than 20 minutes late, the following procedures are followed:

- If a member of staff has not reached the parent/carer, or an emergency contact, they contact Starting Point for advice.
- The pupil remains on the premises with a member of staff or is placed with the local social care team.
- If the pupil has left the premises with the local social care team, a note is left on the door to the club, informing the parent/carer of the pupil's location. A contact number and address are displayed.

15. Emergency evacuation/closure

15.1. In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed and will not be charged.

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

- Emergency services are contacted.
- All pupils are evacuated from the building and taken to the designated emergency assembly point at the church.
- A member of staff collects the register and checks that all the pupils are at the emergency assembly point.
- If a pupil is missing from the emergency assembly point, the emergency services are immediately informed.

- Parents/carers are contacted to collect their children.
- All pupils remain at the emergency assembly point until they are collected by their parent/carer.

15.3. If a pupil has not been collected after undergoing the emergency procedure, members of staff follow the uncollected child procedure.

16. Monitoring and review

This policy is to be reviewed every year by the Headteacher and School Business Manager.

Any changes made to this policy will be communicated to all relevant staff.

The next scheduled review date for this policy is February 2027.

Implementation, monitoring and reviewing this policy was published on _____.

It will be actively promoted and disseminated throughout the school community.

Signed, on behalf of Denby Free:

*Headteacher: J CLarke*_____ *Chair: L Reast*_____

_____ *Date: 06 March 2026*_____ *Approved by all Governors*___

Minute No:

To be reviewed: February 2027

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