



# THE FOREST FEDERATION

## Extended School Needwood INFORMATION FOR PARENTS / CARERS



The mission statement and aims of our Governor Run, pupil focussed extended school provision are the same as our school mission statement and aims and is seamless provision of education and care of your children.

### PROCEDURES

#### Staffing

- There are always two staff at any one time: One senior out of hours' supervisor and one wrap around care teaching assistant.
- *Contingency arrangements for staff absences and emergencies*
- If a member of staff is absent they must ring the senior out of hours' supervisor who will organise cover contacting the casual wrap around teaching assistant. In the event of difficulty the Headteacher / Deputy Headteacher who will arrange cover.
- For out of school clubs in which the youngest children are of reception age or older, the *statutory* minimum staffing ratio is 30 for children up to the age of eight however, our out of school club operates at a ratio of no more than 1:8 for children up to the age of eight and 1:15 for children over eight. There are always 2 staff on site at any one time in order to manage emergencies and specific needs. Careful consideration of activities and the mixed ratios is completed on a daily basis.

#### Registration with our service

- All families wishing to use the service must register using the registration form at the end of the information pack for persons with parental responsibility.
- A registration fee of £10 per family is required.
- Whilst advance bookings are necessary to secure a place, once registration is completed, a late booking can be made should a place be available.

#### Bookings

- **Bookings and payments are expected at least one week in advance** in order to plan the required staffing.
- Bookings *may* be able to be made at the beginning of the week or on the day once your child has been registered subject to availability due to expected staffing ratios.
- If you book one calendar month in advance you will receive a 10% discount.

#### Costs

Time	Cost*
3.30pm – 4.30pm (up to 4.29pm)	£5.00
3.30pm – 5.30pm (up to 5.29pm)	£10
3.30pm – 6.00pm	£13.00
If your child is in a paid for after school club and wish to come to after club after their session	4.30 – 5.30 is 1 hour = £5.00 The final 30 mins 5.30pm – 6.00pm = £3 = £8 This will be reviewed in order to ascertain impact of maintaining

	unpaid places.
<b>If your child is attending an event later in the evening (i.e. PTA disco/bingo) staff will be responsible ensuring they are safely handed over to the event. (If this is an event where parents are expected to attend and you wish your child to attend, full payment is required for staff to be the responsible adult</b>	3.30pm – 4.30pm - £5.00 And every 15 minutes thereafter until is £1.25 with the final 30 mins 5.30pm – 6.00pm = £3 as it currently is.
<b>If your child is in a free club then they need to book the full session from 3.30pm.</b>	
<b>Your child must be collected by 6:00 pm.</b>	
<ul style="list-style-type: none"> <li>• A fine will be levied for any late collections at the rate of: <ul style="list-style-type: none"> <li>○ £3 for 5 minutes (1-5 minutes)</li> <li>○ £5 for 10 minutes (6-10 minutes)</li> <li>○ £10 for 15 minutes (11-15 minutes)</li> <li>○ And increments of £5 per £5 minutes thereafter.</li> <li>○ After 6.05pm children will be taken to the main entrance of school and the office clock will be used.</li> </ul> </li> <li>• Payment is expected at the time of late collection but non-payment will be collected at the next booked session or a place will not be provided.</li> <li>• Consistent lateness will result in discussions and may result in a loss of the child's place.</li> </ul>	

### Payment

- Parents are to pay
  - One week or one month in advance (non-refundable in the event of absence)
  - By parent pay
  - We will accept most childcare vouchers, you will need to have our school's unique reference number in order to do this and so please do let us know your requirements and we can make the necessary checks and provide you with the information you need.
  - Receipts will be provided for all payments made.

### Use of registers

- Children are registered as they enter the Hall.
- The Senior Out of ours Supervisor retains the registers
- In case of an emergency where children have to be evacuated from the building, the register must be taken and the children checked against the register to ensure they are present.

### Organisation

- Extended school provision is open to all pupils from Reception to Year 6 from 3.30pm to 6.00pm.
- It is held in the School Hall. (Staff may use a classroom where necessary).
- Children are sent to the hall (younger children are taken to the hall by a member of staff) at the end of the school day
- Children are welcomed by the supervisor who registers the children.
- Children are collected from the club through the back gate and round to the back door of school; where the children will be signed out with our senior out of hours supervisor. Parents and children are asked to take care as it is an active car park which is only used by staff who will be vigilant.
- Session is organised in the following format:
  - Register and drink
  - Brain breaks / outdoor activity
  - Homework and curriculum linked activities
  - Snack @ 5.05pm
  - Activities: There are lots of different types of activities available, including: study support and homework, play and recreation sport and fitness, drama , music ICT, cookery, arts, crafts.
- All activities are cleared up by 5.55pm
- Specialist activity evenings will be advertised.

### Snack

- The After School Club provides a healthy snack for the children in the evening at 5.05pm. This snack does not replace the child's evening meal at home. The healthy snack ensures that the children are not ravenous by the time they get home.
- The cost for this is included with the charge to parents.
- As each child finishes their snack they leave the table and join another table where activities are laid out.
- Children are encouraged to demonstrate good table manners and behaviour throughout ad the school reward and sanction system will be used.
- Snacks include items like sandwiches, breadsticks, crudités and dips, wraps and fruit.

### Behaviour

The school's reward and sanction system will be continued through the extended school provision.

### Resources

Extended school Club resources are kept in a cupboard in the hall.  
Extended school food and serving items are kept in the kitchen.

**Communication with Parents**

Written communication in the form of letters.

Verbal communication with parents/carers collecting children in to school. Any relevant discussions are logged.

**Records of staff**

In accordance with the Children Act Regulations, the address and telephone numbers of employees of the School are kept in the School Office.

**Security and safety****Fire Procedure**

Children should exit the hall through the fire exit in the hall and assemble on the playground. All registers and a first aid kit should be taken out and senior staff informed when the children are checked and present. Please see fire procedure for further information.

**Child Protection**

- Staff are trained in child protection and follow school procedures in the event of a concern.
- The child's details, medical conditions, the parent's contact details, an additional emergency contact name, address and telephone number are kept in the School Office.
- An additional medical conditions document is kept with the Senior out of hours Supervisor. Parents are asked to ensure that this is up to date

**First Aid**

All accidents are recorded in the school accident book. If First Aid is administered, the treatment given is recorded in the First Aid book. If First Aid is administered, a letter will be sent to parents at the end of the school day or a telephone call will be made to inform parents if the incident is more serious. No medications will be administered at the club except in exceptional circumstances, please speak with senior staff.

**Risk Assessment**

A risk assessment has been carried out for Extended school club (see separate sheet) and considers all areas of risk and checks needed. Any health and safety defects will be reported immediately. Parents and children are asked to take care as it is an active car park which is only used by staff who will be vigilant.

**Other after school clubs**

If your child wishes to attend a free club and then come to after school club, they will pay from 3.30pm

For paid clubs the current position is that families pay from the end of the club until collection.

**Confidentiality of documents** Confidential documents are kept in the school office

**Complaints** Please follow the school complaints policy. -Express concerns informally before a formal complaint is made. -Make a Formal Complaint, Step 1 - The Executive Headteacher or senior staff. Step 2 - The Governing Body Step 3 - The Secretary of State.