



Shoreditch Park  
Primary School

**Extended Day Services Policy**



Shoreditch Park Primary School provides daily Breakfast and After School Club care for the pupils of the school. We provide care for all children aged 3 - 11 at Shoreditch Park (including Nursery).

The times are as follows:

**After-School Club** 3.30pm – 5.30pm

Places are offered on a first-come first-served basis places are offered on a **5 day basis only**.

Parents will be informed about any closures in advance or, in cases of unforeseen circumstances, at the earliest possible opportunity.

### **Bookings and Payments**

Parents must complete a registration form before their child/children can attend. These are available from the school office.

When you have registered your child with the ASC or Breakfast Club, this reserves a place for your child to attend on the agreed starting date.

If there are no places available your child will be placed on a waiting list. This is operated on rotation basis according to the date the application was received.

There is no guarantee that a place will become available.

Should parents choose to terminate their child's place at ASC please be aware that you will have to re-register should you want them to re-join.

### **Payment of fees**

All ASC sessions are to be paid at least the week in advance (prior to the week your child starts) via ParentPay. Children cannot attend ASC or Breakfast Club unless payments have been made before attending sessions.

All pre booked sessions are to be paid on Friday (prior to the week your child starts) via Parent Pay. Children cannot attend ASC or Breakfast Club unless payments have been made before attending sessions.

If parents/carers wish to stop their child attending completely, a minimum of one-week notice is required. If you require a change to your days, you will need to give the school a weeks' notice.

### **Fees**



| <b>Breakfast Club Places</b>            | <b>Cost per session</b> |
|---|-------------------------|
| Normal fee (All year groups)            | £2.50                   |
| Children eligible for free-school meals | £1.50                   |

| <b>Fees</b>                       | <b>Daily</b> | <b>Weekly</b> |
|-----------------------------------|--------------|---------------|
| <b>KS1 and KS2</b>                |              |               |
| Normal rate 3.30pm - 5.30pm       | £6.50        | £32.50        |
| Normal rate (FSM) 3.30pm - 5.30pm | £5.50        | £27.50        |
| <b>Reception and Nursery</b>      |              |               |
| Normal rate 3.30pm - 5.30pm       | £8.50        | £42.50        |
| Normal rate (FSM) 3.30pm - 5.30pm | £7.50        | £37.50        |

Fees are reviewed annually. Parents will be given notice of any changes.

### **Refunds**

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next week.

### **Termination of place**

Shoreditch Park Primary School reserves the right to terminate any child's place if:

- Any fees remain unpaid (*Please see Debt Recovery Policy for more info on school procedures*)
- Parents breach any section of the agreement
- The safety/enjoyment of other children is being compromised
- The school deems such action as necessary

### **Arrivals and Departures**

The safe arrival and departure of the children in our care is paramount.

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition regular headcounts are carried out during the session.

There will be 2 designated pick up times 4.30 and 5.30. If you require your child to be picked up out of these times due to an emergency you must call the school in advance. No adults will be permitted on the school grounds.

### **After-School Club**

Children attending ASC will be collected directly from their classrooms by the After School Club worker for registration.

If a child is booked into the Club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child is not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted

- Police may be notified

Children can only be collected by an adult who has been authorised to collect them on their registration form or who is on the main school dismiss list.

Parents/carers must inform the school in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.

Children **will not** be allowed to leave alone.

There will be 2 designated pick up times 4.30pm and 5.30pm. If you require your child to be picked up between these times due to an emergency you must call the school in advance. No adults will be permitted on the school grounds.

The Club closes at 5.30pm. **There is no facility for an extension to this time.**

Parents/carers must notify the school if they will be late collecting their child.

If the school is not informed of late collection then parents/carers will be charged a late collection fee. The cost for picking children up late after the registered end time will be a fee of £5 for every 5min over time.

This charge is to discourage people from arriving after scheduled collection time and should not be seen as a charge permitting late collection. When late collection occurs regularly we reserve the right to withdraw access to the club.

If fees are not paid, school will write to the parent/carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with Miss Caton or Miss Keady as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continuing to make late payments will result in their child's place being withdrawn.

Please see Debt Recovery Policy to see procedures on recovering school debt:  
<http://www.shoreditchpark.hackney.sch.uk/viewer?url=/files/our-school/policies/Debt%20Recovery%20Policy.pdf>

The children will be offered a light snack of a sandwich, yogurt, piece of fruit and a drink. Parents/carers are responsible for disclosing any dietary requirements for their child/children on the registration form.

Activities are always pre-planned and will be detailed on the school website.

### **Safeguarding and Health and Safety**

The Breakfast and Afterschool club follow the school's Safeguarding Policy, a copy of which is on the website.

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current Enhanced DBS clearance. Both clubs also have staffs who have been trained in Pediatric First Aid.

Parents/carers should not go past the registration point in the open plan area when dropping children off or collecting them without the express permission of club staff.

### **Staffing**

Staffing follows a ratio of 1:8 for early years and 1:13 for KS1 and KS2. If a member of staff is absent, she will contact the Headteacher in order for a replacement to be arranged. There is always another member of teaching/support staff on site to support in case of emergencies or other incidents.

### **Other Policies**

After School Club follows all other school policies (i.e. Health & Safety Policy, Fire Safety Policy etc.)

### **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in.

### **Medication**

The Clubs follow the school's Supporting children with Medical Conditions in School policy, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures. These are available from the Club Leaders on request or can be found on the school website.

### **Equal Opportunities**

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's Equalities policy.

### **Complaints**

All complaints will follow the school's complaints policy, which can be found on the school website.

