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EXTENDED SCHOOLS POLICY

Date formally approved by the Full Governing Body	Approved - 2nd September 2019
Name of Authorisation Signatory	Chair of Governors - Martin Butcher
Signatory and Date	 2nd September, 2019
Dorset Model Policy	Yes
Next Review Date	September 2021
Responsible for implementation and monitoring	Gary Spracklen - Headteacher Governing Body
Other relevant policies	N/A

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EXTENDED SCHOOLS POLICY

Adopted by the Governing Body on Monday 2nd September, 2019

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THE PRINCE OF WALES FIRST SCHOOL EXTENDED SCHOOLS PROVISION

Breakfast Club

After School Club

After School Sports Clubs

After School Mobile Number: 07787422121

Contents:

1. Extended Schools Provision Agreement.
2. Charges for Extended School Provision Agreement.
3. Collection of children Agreement.
4. Extended Schools Enrolment Form.
5. Medical Consent Form.
6. Booking Form.

Please read the information provided in this booklet. If you wish to register please fill in an Enrolment Form, Contract Agreement and Safeguarding Agreement and hand these into the school office along with your first booking form and payment.

EXTENDED SCHOOLS PROVISION AGREEMENT

Name of child attending Extended Schools Provision:

.....

The expectation of children's behaviour at our Extended Schools Provision will follow the school Behaviour Policy as published on our website.

FEES I/We understand that all booking forms and invoices will be issued half termly in advance and will need to be paid by the due date indicated on the booking form.

I/We agree to pay any late fees invoiced by the Extended Schools Provision by the due date on the invoice.

I/We understand and agree to all terms and conditions set out in the 'Fee Charging Policy' and 'The Collection of Children Policy'.

I/We understand that failure to pay promptly may result in the loss of my child's place in the clubs. (See fee charging policy).

I agree that confidential records may be kept on my child, and can be made available to me at any time.

I have read the 'Extended School Provision Document' and am willing to abide by all which is stated in the document.

Signed by Parent.....

Date.....

Print Name.....

Please return this form to:

The Prince of Wales First School

Maiden Castle Road

Dorchester

Dorset

DT1 2HH

Tel: 01305 257120

CHARGES FOR EXTENDED SCHOOL PROVISION

Breakfast Club: £4.00 per hour, per child. Open from 8am-9am

After School Club: £4.00 for Session 1 per child. 3.30-4.30pm.

£6.00 for Session 2 per child. 4.30-6.00pm.

£10.00 for both sessions.

A healthy and nutritious snack will be provided for the children.

Please note: there will be no refunds for early collection.

Working Tax Credit Grants of up to 70% are available to help cover the cost of childcare for working parents. For further information on this please visit www.gov.uk.

For current pre-school children, please check your entitlement to free funding.

FEE CHARGING POLICY

Fees are to be paid half-termly in advance, at the time of booking. If you have booked and paid for a session you will be charged whether your child attends or not. This includes sickness & absence. Please note without two weeks' notice to cancel, a refund will not be issued. **Bookings will not be accepted without full payment.**

Booking forms will be available from the office and on the school website. These will be available from the penultimate week of each half term. Bookings & payment dates will be by the end of the following week, as noted on the booking form. This allows the school to plan the extended school staffing and provisions accordingly for the coming term.

Late Bookings

In the case of late bookings being made, and if space is available, fees will be expected upon collection or drop off of your child (Breakfast Club). You will incur an additional booking fee of £2 per Session (e.g. a last minute booking for Breakfast Club or Session 1 will be £6.00, and for Session 2 will be £8.00).

Collection

If you do not collect your child within 15 minutes of the arranged collection time you will be charged a further £6.00 or £8.00 for the next session.

Failure to collect your child by 6pm will incur an additional charge of £5.00 per ½ hour or part thereof to pay for staffing. In total this would be then £11.

On the third occasion of late collection you will be given a letter stating that on any subsequent occasions you will be charged £25.00 for late collection. Late payment fees should be paid within 1 week of issue, or your child's place will be lost.

Please ring the After School Mobile number 07787422121 if you are going to be late.

COLLECTION OF CHILDREN AND LOST CHILDREN POLICY

All parents must complete an enrolment form before their child starts at any of the Extended School Provisions, giving a minimum of two emergency telephone numbers. **These must be kept up to date.** Parents must also state in writing (form provided) who is to collect the child after each session and if there are any changes.

Children will not be allowed home with anyone under the age of 18.

It is essential that children are collected promptly after each session.

Please contact the school on the mobile number below, if for any reason you are going to be a little late.

The Extended School mobile number is: **07787422121**

If in the unlikely event that a parent is more than 15 minutes late all contact numbers will be tried. If parents are half an hour late after 6pm and no contact can be made with the parent/carer, the senior member of staff will contact the Social Services duty helpline for advice (01202657279). All children must be signed out and the time noted on the form provided. The times of every child's arrival and departure from the Extended Schools Provision will be recorded.

Breakfast Club:

Starts at 8.00am and children are then escorted to class to start school at 9am. Children will need to be signed in and the time noted on the sheet provided.

After School Clubs:

The children will be met in the Reception class or taken there by a member of staff to hand over to the After School Club.

Missing Children:

If a child goes missing whilst in our care, the premises and surrounding area will be thoroughly searched immediately. If the child cannot be found at this point, then telephone calls will be made, first to the parents to see if the child has gone home or if another arrangement has been made without informing staff and thereafter we will seek the advice of the police. It is therefore very important to keep staff informed of **ANY** changes.

Court Orders:

If a child is the subject of a court order, parents should provide us with copies of such a document in case we do need to deny a parent access. In such a case children will only be allowed with the parent who has custody. Please keep us informed.

We trust that parents will co-operate with the above procedures, as the safety of your child/ren is a priority.

EXTENDED SCHOOLS PROVISION ENROLMENT FORM

Child's
Name.....

Date of
Birth.....

Parents or Primary Carers Name(s).....

Relationship to
Child.....

Contact Numbers:

(Home).....

(Work).....

(Mobile).....

Address.....

.....

.....

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.....

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Emergency Contact numbers:(Other than the numbers and people listed above):

Parent/carer.....

.....

Parent/carer.....

.....

Another

Adult.....

Family Doctor contact details.....

Tel:.....

Details of any Health/Medical/Allergies.....

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.....

Name of person(s) authorised to collect your child. Please notify us of any changes in writing. No child will be released to an unauthorised person.

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EXTENDED SCHOOLS PROVISION MEDICAL AGREEMENT

Name of Child.....

Your child’s health and safety is of paramount importance to us and so parents need to be aware that, alongside our current Safeguarding procedures and policy, the following additional points apply:

MEDICINES

Medicines are not administered unless a doctor has prescribed them for your child. Parents MUST use the school’s own medicine permission slip, available from the office.

Medicines MUST be named, within date and in original container/packaging.

Signatures from parents will be required at the end of the sessions to confirm the child has had the medicine.

MEDICAL EMERGENCIES

Parental permission is requested at the time of registration to seek any necessary medical advice or treatment. If you are happy to give your consent to all of the above please sign below.

Signed.....
.....

Date.....

Parent Print

Name.....