

Extended Services Policy

George Romney Junior School



Approved by:

SMSC Committee

Date: 25th September
2023

Signed:

Jay Cowes.

Next review due by:

25th September 2025

GEORGE ROMNEY JUNIOR SCHOOL

EXTENDED SERVICES POLICY

Statement of intent

George Romney Junior 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 and after-school care clubs are made available to pupils aged 4 to 11, allowing parents/carers more flexibility with their working hours.

Breakfast Club currently caters for up to 20 pupils at a time and after school club 10 pupils, ensuring that there is a staff to pupil ratio of one member of staff for every 10 pupils at all times. However, during the current Coronavirus pandemic the breakfast club is restricted to 10 pupils and the after-school club 8 pupils. During after school sessions a member of the Senior Leadership Team is always available for advice and support if required.

Furthermore, George Romney Junior School provides numerous extra-curricular clubs and activities as a method of developing the social, behavioural and academic skills of pupils. All clubs and activities are conducted to the same high standard as that of the educational provision.

Extended services are determined by demand and consultation of relevant stakeholders will be carried out including pupils, parents, staff and governors.

Policies

George Romney Junior School before and after school clubs are staffed and managed by school employees with some extra-curricular clubs provided by outside agencies.

At all times school policies and procedures must be followed. These include:

- Accident Reporting Procedure
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-Bullying Policy
- Complaints Procedure Policy
- Health and Safety Policy
- Behavioural Policy
- Fire Evacuation Plan
- Child Protection.

For services provided by outside agencies, respective responsibilities will be agreed. The third party will also:

- have appropriate policies and procedures in place to safeguard any children involved,
- be able to provide a high standard of care and support
- arrange enhanced DBS checks and appropriate professional qualifications
- operate in accordance with all school policies.

Wrap-around childcare is defined as childcare provided before and after school which runs from 7.45am until 5.30pm (5.00 pm on Fridays). The charges for wrap-around childcare do not exceed the cost of providing the services.

Parents/carers are requested to complete a registration form.

Admissions and Fees

George Romney Junior School has a first come, first served policy for admissions to extended services. When all places are filled, new applications are placed on a waiting list.

The standard daily cost for attending breakfast club is currently £3.50 per session and for after school care club is £4.00 until 4.30 pm. and £7.00 until 5.30 pm. (£6.00 on Fridays).

All fees must be paid weekly and no place will be given without prior payment. Fees are charged if attendance is booked and the child does not attend.

Uncollected Children

Staff members do their best to ensure the effective communication between the school and parents/carers. If a parent/carer is up to 5 minutes late, the parent/carer is reminded that they must notify a member of staff if they are running late.

If the parent/carer is over 5 minutes late, a staff member will attempt 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.

If the parent/carer is more than 30 minutes late and a staff member has not been able to contact a parent or emergency contact, Children's Services are contacted for advice.

Monitoring and Evaluation

The Governing Body's SMSC Committee and relevant staff will monitor the progress of extended school activities and evaluate through outcomes on the school development plan.