

Compassion – Courage – Hope – Integrity – Justice  
Respect – Responsibility - Wisdom



**Herne Bay Junior School**

# Extended Schools Policy

**Policy Agreed: October 2019**

**Review Date: October 2020**

Herne Bay Junior School  
Extended School Day Policy

The purpose of the extended school day is to provide pupils with a safe, enriching environment in which they receive supervised care before and after school.

The club is open to pupils from Herne Bay Infant and Junior School.

**Daily schedule.**

**Breakfast Club**

8:00am to 8.45am, Monday to Friday, term time only - £2.50 per session.

The Breakfast club runs daily from 8 am term time only. Breakfast consists of a choice of cereals, toast, pancakes, waffles and croissants with a choice of low fat spreads. Sugar free fruit squash, milk and water are offered as drinks.

After breakfast the children are invited to join in a variety of social games and activities. These may include card games, pool, Wii and Xbox and arts and crafts.

**After School Club**

3.00pm to 6.00pm, Monday to Friday term time only.

The After School club is provided to assist working parents with child care. We aim to be as flexible as possible. If parents work part time or on a shift pattern and cannot commit to fixed sessions then we will do our best to accommodate them.

The children are offered a wide variety of activities to participate in. There is a quiet area for the children to do their homework or rest in. It is a fun and relaxing home away from home for the children.

The Club is run by 6 members of staff. In which there are 5 members of staff daily.

**Payment**

Payment is to be made in advance and all unattended due to absence or approved/ unapproved leave sessions will still be charged. Sessions missed due to School commitments such as trips or sports club commitments will not be chargeable.

The fee for each session is £7, £35 per week.

Child care voucher are accepted at the approval of the School.

Cheques are to be made out to Herne Bay Junior School.

**Attendance**

Parents/ Carers must complete a registration form before their child can attend either club. We also operate an as and when system for those who do not require the service on a regular basis, dependant on space available. Again, a form is to be completed to cover attendance. Registration forms are available on request.

**Arrival**

Children who attend the Breakfast club are dropped off by parents at 8am.

Children attending the After School Club from Reception age up to Year 4 are collected by a member of staff and escorted over to the club. Year 5 and 6 make their own way over once the school day has finished.

Each child is immediately signed in upon arrival.

**Departures**

Parents are asked to call on a video intercom located on the pedestrian gate attached to the staff carpark. A member of staff will then proceed to greet them at the second gate located on the schools playground.

Should anyone other than an agreed person come to collect a child from the club, a password system is in place for security. Passwords have been assigned and agreed between Parents/ Carers and the ASC Supervisor.

### **Absences**

If a child is going to be absent from a session, parents/ carers must contact the club in advance. If the child is absent without prior warning staff will check with the school to see if they have attended school that day. If the child in question has attended school that day, a thorough search of the school will commence. If after 15 minutes the whereabouts of the child is not clear, the Supervisor will contact the parents/ carers to determine if the child has been collected. If the child is still missing the Supervisor will notify the police.

### **Late collection**

The After School Club is open from 3.00pm – 6.00pm. A late collection fee of £10 per child will be incurred for every 15 minutes thereafter.

### **Administration of medicine**

A medicine form must be signed for parents wishing to have any drug administration undertaken for their child whilst at the Breakfast or After School Club.

### **Involving Children**

We believe in involving the children whenever decisions are made within the club that affects them. At Herne Bay Junior School we believe that actively involving children in the decision making process is beneficial to them, staff and the club.

The staff consults with the children on a regular basis about:

- Activities they enjoy
- Activities and equipment they would like.
- Foods they like or don't like
- Any suggestions they may have.

### **Club rules**

The rules were discussed and written by the children.

We will share and play nicely

We will listen to staff

We will look after the games and toys

We will not spoil other games

We will be kind and helpful to each other

If we notice anyone who is unhappy we will ask them if they would like to play. Or tell an adult

We will tell the truth

We will not be unkind to anyone

We will not tease and name call

We will not use bad language

We will not fight or play fight

We will play safely

We will be respectful

We will look after the Bay Centre

The Schools behaviour policy also applies to the extended day programme.