



Herne Bay Junior School

Extended Schools Policy

Policy Agreed: November 2023

Review Date: November 2024

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.

Breakfast Club – Herne Bay Junior School pupils only.

7:45am to 8.35am, Monday to Friday (term time only).

The Breakfast Club runs daily during term time only.

Breakfast consists of a choice of cereals, toast, fruit and yoghurt. 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 include a range of arts and crafts, card games and physical fun.

After School Club – Herne Bay Junior School and Herne Bay Infant School pupils

3.05pm to 6.00pm, Monday to Friday (term time only).

The After School Club is provided to assist working parents with childcare. We aim to be as flexible as possible. If parents/carers work part time or on a shift pattern and cannot commit to fixed sessions then we will do our best to accommodate depending on availability.

The children are offered a wide variety of activities to participate in a safe, fun and relaxing environment.

The club is run by 5 members of staff daily.

Mandatory adult to pupil ratios:

Infant aged children 1:6

Junior aged children 1:10

Herne Bay Junior School After School Club reserves the right to refuse or withdraw a place for any child if:

- Staff/pupil ratios exceed the mandatory limit
- A child's behaviour does not meet the expectation of the club following intervention to improve
- The parent/carer is persistently late in collecting their child
- The After School Club staff experience persistent negative communication with any parent or carer

Payment

Payment is to be made in advance of sessions. All unattended sessions due to absence or approved/unapproved leave sessions will still be charged. Sessions missed due to school commitments (such as trips/sporting events) will not be chargeable.

Fees:

Breakfast Club - £3.00per session

After School Club - £8.00 per session

Payments must be made via School Money

Child care vouchers are accepted at the approval of the school. Please contact Mrs K Hall to approve.

Attendance

Parents/ carers must complete a registration form before their child can attend either club.

We operate an 'as and when' system for those who do not require the service on a regular basis, however, this is dependent on space available.

Registration forms are available via the school office or by emailing: bc@hernebay-jun.kent.sch.uk (Breakfast Club; asc@hernebay-jun.kent.sch.uk (After School Club)

Arrival

Children who attend the Breakfast Club can arrive from 7:45am via the pedestrian gate to the school car park.

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

A register of attendance is completed as the children arrive.

Departures

Parents/carers are required to call via a video intercom located on the pedestrian gate attached to the staff carpark. A member of staff will greet them at the second gate located on the school's playground.

If a person other than the usual parent or carer is required to collect a child, 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 office to enquire if they have attended school that day. If the child has attended school that day, a search of the school will commence. If the whereabouts of the child is not clear, the ASC Supervisor will contact the parents/ carers to determine if the child has been collected.

If parents/carers cannot be contacted, a text message will be sent by the school Attendance Officer.

If it remains unclear as to the child's whereabouts, the Attendance Officer will notify the police to report them as missing.

Late collection

The After School Club is open from 3.05pm – 6.00pm. A late collection fee of £10 per child will be incurred for every 10 minutes thereafter.

If a parent/carer is persistently late, the After School Club provision will be cancelled.

Safeguarding

All staff have received safeguarding training in line with the school's policy and procedures.

The club Supervisors are able to contact the school's Designated Safeguarding Lead (or her deputies) at all times if the need arises.

Communication

Any concerns arising during a club session will be communicated to the parent or carer upon collection of their child.

Contact details

Herne Bay Junior School – 01227 374608

Breakfast Club – bc@hernebay-jun.kent.sch.uk

After School Club – asc@hernebay-jun.kent.sch.uk

Administration of medicine

Parents/carers wishing for their child to have medicine administered whilst at the Breakfast or After School Club must complete and sign a medication form.

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, the 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

The School's Relational Policy applies to the extended day programme.