

Kempshott Junior School Extended School Policy

Policy Ratified by Governing Body	15 May 2019	Review Annually
Date of Review	12 June 2020	<i>no changes</i>
Date of Next Review	Summer 2021	

Safeguarding Statement

At Kempshott Junior School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Kempshott Junior School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Introduction

Kempshott Junior School provides a Breakfast and Afterschool Club for the use of children attending both Kempshott Junior School and our neighbouring Kempshott Infant School.

Our aim is to provide parents with a wrap-around service of care in a secure warm and friendly environment in which to leave their children, knowing that they are being supervised by experienced staff.

Opening Times

The Breakfast Club is open from 07.30hrs to 08.50hrs. At 08.40 the Infant School children will be taken across to the Infant School by a member of staff. The Afterschool Club commences at 15.15hrs until 17.45hrs.

Food

At Breakfast there is a selection of wholesome food available including cereals, toast, and fresh fruit.

At Afterschool Club snacks of sandwiches, fruit and cheese or toast with beans, cheese etc is provided. Squash and water is always available at all sessions. Please contact the Club Leader if your child has specific dietary needs.

Play and Activities

The policy of the clubs is to offer opportunities for play, cooperative and team games and a range of arts and crafts activities.

The Clubs recognise the importance of play, so the Play Workers are guided by the children's ideas. The needs of all children at the Club, of all ages and cultures are constantly monitored to ensure they are provided for.

Behaviour

Whilst we like to offer an informal and recreational atmosphere, inappropriate or anti-social behaviour will not be tolerated. We expect the children to show consideration for their peers and repeated disruptive behaviour will result in a child's place being withdrawn.

Health and Safety

Children will be asked to follow certain rules and regulations. Please be reassured that they are to protect the children and to ensure their health and safety while attending the Clubs. A copy of the School's Health and Safety Policy is available from the School Office.

Collections

For Afterschool Club, children must be collected promptly by 17.45hrs. Charges will be made for late collections and we reserve the right to withdraw the child's place after repeated late collections.

Late Collection Fees for Afterschool Club

For the first quarter of an hour late pick up, half a session will be charged: For all subsequent quarter hours, a further charge of £5.00 will apply.

We will only allow children to leave the premises in the custody of a person named on the child's Registration Form and our staff must be satisfied of their identity. Please make sure your children know they may not leave the premises unless they are collected by you or your nominees.

Bookings

Regular places are allocated in advance. Please complete an application form and hand it in at the school office. Once a place is offered an invoice will be issued. If places permit, casual bookings may be made in advance but you still must have completed and returned a registration form. If the Club is fully booked, we can place your child's name on a waiting list until a place becomes vacant.

Absences

Please inform the school if your child is going to be absent from any pre-booked sessions, either through illness, family holiday or a one off occasion. Fees will apply for pre-booked places unless your child is away on a school residential visit or the school is closed (e.g. snow closure, industrial strike action, a breakdown of heating or water systems etc).

Fees

The Clubs are non-profit making but cannot run at a loss. Set up costs were met through grants and not from general school funds. Running costs (salaries, materials, equipment etc) will be met through Parents' fees, which we aim to keep as low as possible.

Fees for 2020/21

Breakfast Club £4.75 per session **Afterschool Club** £11.00 per session.

Siblings receive 10% discount. No reduction in fees is offered for early collection or children attending other school clubs.

We are unable to accommodate parents who work rotating shift patterns. If you require a place, you will be charged for a full time place.

Fees for permanent places will be invoiced at the end of every month. Fees for ad hoc attendance will be invoiced the day of the attendance.

Any contingency is reinvested into the clubs and school.

Cheques should be made payable to Kempshott Junior School. Parents/carers are encouraged to pay on-line, please contact the school office for further details.

Please contact the School Office, to speak to the School Business Manager, if you would like to pay using Child Care Vouchers. We are currently registered with numerous companies, including Sodexo, Care-4, Allsave, Edenred and Computershare and are happy to consider any other relevant scheme.

We look forward to providing a comfortable, happy place for your children to relax and have fun at both or either end of the school day.

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I confirm that I have read and understood the terms and conditions of the Kempshott Junior Extended School Policy and agree to abide by them.

Childs Name:.....Class.....

Signed, Parent/Guardian: Date:

Please sign and return to Kempshott Junior School Office