

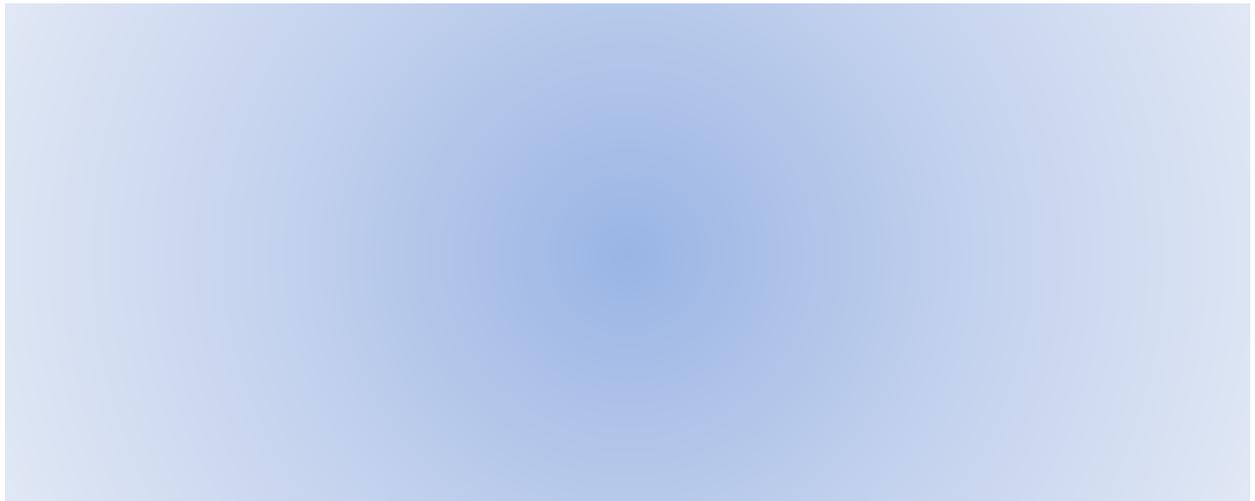


Hardwick and Cambourne Community Primary School

Extended Schools Policy

Date Reviewed: Summer 2025

Next Planned Review: Summer 2028



Safeguarding Statement

At Hardwick and Cambourne Community Primary 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 Hardwick and Cambourne Community Primary 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.

Extended Schools Policy

Introduction

The safety of pupils is our priority whilst they are in our care at school. Hardwick and Cambourne Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider.

Aims

The Extended Schools provision, Breakfast Club and After School Club (usually referred to as Wraparound Care), are run by Hardwick and Cambourne Community Primary School and exist to provide high quality out-of-school hours childcare for our families during term time. We provide healthy, varied food choices and a range of activities.

Spaces are limited for each session and based upon generous adult: child ratios.

The provision aims to:

- Support working parents by providing out of school hours childcare:
- Breakfast Club from 7.45am until the start of the school day
- After School Club from the end of the school day until 6.00pm.
- Provide planned play activities, as well as activities to independently choose from.
- Offer the children breakfast each morning and a meal at the end of the school day in a safe and friendly environment.

Current costs for each session can be obtained from the school office and are reviewed annually by the school's governing body.

A copy of this policy is provided to all parents of children attending the provision and is also available on the school website.

All parents must complete a registration form for each child attending the provision and sign an agreement to adhere to this policy and the terms and conditions of the provision.

Admissions

- Only children attending Hardwick and Cambourne Community Primary School are eligible to attend the extended provision.
- Places will be allocated on a first come, first served basis.
- The school will hold a waiting list of applicants who have been unsuccessful in securing a place.
- When a place becomes available it will be offered in accordance with the child's position on the waiting list.
- The registration process must be completed prior to the child's commencement at the club.
- A registration fee is payable at the time of registration and then annually.

- Children's attendance is recorded in a register.

Bookings and Payment of Fees

All places are subject to availability.

Wraparound Care Bookings are made by the school office on a half termly basis. Payment is due in full prior to booked sessions being taken. Payment is due for all contracted sessions even if your child is unable to attend their booked session.

Fees should be paid via ScoPay or with childcare vouchers payment. Failure to pay fees may result in the withdrawal of a place or hours.

If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private.

All charges will be reviewed on an annual basis.

Cancellations

At least 4 weeks written notice must be given to reduce the number of sessions your child attends, during the notice period parents must pay for all sessions that their child would usually be expected to attend.

At least 4 weeks written notice must be given to resign your child's place, during the notice period parents must pay for all sessions that their child would usually be expected to attend.

Breakfast Club

Children are dropped off at the Wraparound Care gate. Children can arrive from 7.45am. Breakfast is served until 8:30am, with a selection of cereals, fruit and toast available each day. Children are taken to their classes by Breakfast Club staff at the start of the school day.

After School Club

At the end of the school day children are taken by staff to the After School Club. Tea will be served around 4.20pm. Children can read, play games, complete craft activities, and play with toys. In good weather the children may also play outside in the enclosed area outside each location. Children are collected from the Wraparound Care gate. Parents should use the doorbell to make staff aware that they have arrived to collect their children. If someone other than a parent will be collected, either as a one off, or more regularly, parents should ensure that After School Club staff are made aware of this arrangement.

Behaviour

As the provision is run by Hardwick and Cambourne Community Primary School the school's Behaviour Policy applies to all extended provision. The policy can be found on the school website. If after consultation with parents and the implementation of behaviour management strategies a child continues to display inappropriate behaviour the child may be excluded from the provision. The reasons and processes involved will be clearly explained to the child and their parent / carer.

First Aid

- All accidents will be recorded on Medical Tracker and an email will be sent to the child's parent / carer.
- Trained First Aiders are available at all times.
- Parents of any child who become unwell during their session will be contacted immediately.

- If a child requires prescription medicine to be administered, this will be done in accordance with the school's Administering Medicines and Supporting Pupils with Medical Conditions Policy.

Late Collection from After School Club

A charge will be levied for late collection. Payment for this charge will be due before the end of the half term period. Exceptional circumstances for late collection may be considered at the discretion of the Headteacher. The school reserves the right to consider withdrawal of places where parents persistently make late collection.

Safeguarding

All Extended Schools activities at Hardwick and Cambourne Community Primary School follow the school's Child Protection Policy. All staff are aware of the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads. All staff working within the Wraparound Care have had an enhanced DBS check.