

Policy Statement for Extended Services 2023+



OUR SCHOOL VISION (FOR A CERTAIN FUTURE): 'CARE, CHALLENGE AND CELEBRATE WITH CHRIST...'

Our Vision stays constant from year to year. It has a strong theological basis.

Our vision is at the heart of all that we do. This vision is embodied throughout the work of the whole school; being visible through, and impacting on, our children, the staff, the governors and the wider school community.

This vision encourages and sustains us as we encourage all in our community to grow in Body, Mind and Spirit.

OUR MISSION STATEMENT (IN THE NOW): 'THEREFORE CHOOSE [LIFE]' – EDUCATING A COMMUNITY OF UNIQUE INDIVIDUALS FOR 'LIFE IN ALL ITS FULLNESS' (BASED ON DEUTERONOMY 30: 19- 20, JOHN 10-10.)

Our mission statement changes and adapts to the needs of the school every few years. It takes inspiration from the bible.

Our focus is on providing opportunities for delivering a relational, knowledge based provision, so that all who learn and work here may experience the joy and hope of 'life in all its fullness' (John 10v10). This means that we provide opportunities for each pupil to 'be the best they can be', to flourish in a learning environment with the highest expectations and aspirations for growth academically, physically, emotionally and spiritually for all.

1. Our Provision

The staff of our Link Club Provision (Extended Services), the breakfast, after school and holiday club are employed by the Governing Body of St Margaret's CE Primary School and are part of the Extended Services offered by the school. The extended services operate within all the policies adopted by the governing body of the school e.g. SEND policy, Discipline (Behaviour) and Anti-bullying policy. Most of the school's policies can be found on the school website and additional policies can be obtained by request.

2. Our Commitment To You

Our school and extended services provision will be seamless. Staff within the provision also work within the school during normal school hours and have the schools mission statement at the heart of all that they do.

Children will be offered a snack each session if arrival and departure times allow with due regard for children's allergies and or diet variations due to vegetarianism or religious belief.

Through careful planning of activities, children will enjoy a high-quality, creative and safe environment which enables them to grow academically, spiritually, physically, emotionally, socially and promotes healthy life-styles.

All staff will receive regular safeguarding and first aid training to ensure children are safe at all times. All staff will live out the school motto Healthy Body, Healthy Mind, Healthy Spirit.

Morning sessions 7:45 - 8:45am Afternoon sessions 3:20 – 4.30 or 6:00pm

Children need to be signed in for breakfast sessions and out for each afternoon session. Frequently picking your child up late will result in the loss of places within the extended provision.

Policy Statement for Extended Services 2023+



3. Staffing

Our default staffing provision is based broadly on a ratio of one adult to fifteen pupils. In event of significant numbers of Nursery pupils booked into the extended services this ratio will change. As a general rule, we do not accept nursery pupils into breakfast and after school care.

Extended Services Manager: Miss Vicky Pountley (NNEB)

Breakfast Club Lead: Mrs Sheena White (NNEB)

After School Club Leads/Supervisors: Miss Vicky Pountley (NNEB) & Mrs Jacky Stainton NNEB

Holiday Club Lead/Supervisor: Miss Vicky Pountley (NNEB)

The Extended Services Manager can be contacted via the school office 01925 634207.

Any questions or concerns should be directed in the first instance to the School Office. The schools complaints procedure applies to the extended services provision.

4. Registration Process

If you require a place within our Extended Services, please contact our Link Club / Extended Services Manager or ring the school office. You will be asked to fill in a request form identifying sessions required. This can be found as an appendix to this policy.

Your registration will be assessed based on all the information the school holds about your child. The school will either accept or reject your registration.

If the registration is accepted the process is complete. If the registration is not accepted, and you disagree with the decision, the decision is an initial decision and you are welcome to meet with a member of the leadership team (or their representative) to discuss this.

The school will have considered the Health & Safety duties, Equality Duty, the Public Sector Duty, the SEND Code of Practice and OFSTED expectations/requirements.

The registered place may be withdrawn at any time in accordance with policies of the Governing Body, including Extended Services.

As this is a non-statutory service provided by the school, the school is not required to accept registration.

5. Request and Allocation of Sessional Places

If request is accepted, sessional places are requested via the booking form (paper or online) and by communication via the school office.

If requests exceed available places allocation of places will be offered in the following order:

- a. Children of staff working within the provision (this ensures we can maintain staffing levels)
- b. Siblings of pupils already using our extended services provision and who request and take up the greatest number of places. Requests will be ranked according to the total number of sessions requested that are available.
- c. Other children who require every morning and every afternoon session.
- d. Other children who require every morning or every afternoon session.
- e. Date of request and requiring the greatest number of sessions available.

Policy Statement for Extended Services 2023+



In the Summer Term a number of places may be reserved for the following year's new entrants to Reception Class. These will be offered to the new entrants using the priorities 1-5 above. This is considered fair as parents have had two terms to book places during the year.

We ask that you only request sessions that you will definitely need. There will be no refund for sessions held/reserved that are not required. Putting in a preference form will not incur charges, only confirmed booking requests will be charged.

6. Charges

The Extended Services offered by the Governors of St Margaret's CE Primary School are in addition to services offered within the standard school day and therefore there is a charge for them.

Please see school website or contact the school office for costs of sessions.

Fees are charged for each session reserved for pupils. Should a child be absent due to illness, alternative clubs, trips or residential holiday charges may still be made. This is necessary as staffing levels must be maintained during short term changes due to such absences and places cannot be allocated to other pupils. The school reserves the right whether to waive any fees in late cancellation.

In the event of unexpected school or extended school closures, no fees will be charged. Fees are payable a month in advance. An invoice will be issued and final date for payment will be made clear.

7. Late Payment Fees

Should the invoice not be settled by the specified final date then a late payment fee will be levied. Late payment fees are cumulative and are charged at a rate of £5 per invoice for each and every week past the final payment date.

The Governors have introduced a late payment fee due to a significant number of invoices which are paid late each month. As the finances for the provision are tied to the school financial budget, it is necessary to ensure payments are made on time so that money is not drawn from the day to day running of the school and academic provision for our pupils.

Three successive late payment fees within a single month may result in losing places within the extended provision.

Continuous late payments will result in loss of places within the extended provision.

Policy Review: C Metcalfe, June 2024

Next review: March 2025

Policy Statement for Extended Services 2023+



BLANK

Policy Statement for Extended Services 2023+



COMMON REQUEST FORM FOR EXTENDED SERVICES REGISTRATION

This form is for new and existing Extended Services registered pupils.

There can be high demand for places within our Breakfast, After School and Holiday Club, so we ask parents to update us regularly with their requests to enable us maximize parental requests or to be added to our waiting list.

Parents must have confirmed registration acceptance (received Acceptance Slip) before pupils may attend the Extended Services.

Name of Child:

Year Group:

Class:

The school's data base will be used for contact details. In signing this form I note the school uses one database for all administration.

The Registered Parent/Carer will become a default Priority 1 for contact on the school's main database person so that our text message/email system will include them. Where the Registered Parent/Carer is not currently Priority 1 they will be added as dual Priority 1 (i.e. not replace the existing).

Have you applied for registration for Extended Services previously? Yes No
(either breakfast, after school, holiday)

POLICIES

I have noted the policies that apply to the Extended Services and agree to them.

I recognise that these policies may change from time to time and that it is my responsibility to check regularly any new published policies.

SIGNED

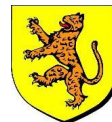
Registered Parent or Carer Name: _____
(must have legal parental responsibility & will default as Priority 1 contact)

Email: _____ (this will default on the main school database)

Signed: _____ Date: _____

Only one person with parental responsibility is required to register. That person must be the person who will be responsible for bookings (and payments).

Policy Statement for Extended Services 2023+



OUTCOME OF REGISTRATION REQUEST

Your request for registration has been accepted. Yes / No

If No the reason is:

This decision is an initial decision based on the information we have in school.

The school will have considered the Health & Safety duties, Equality Duty, the Public Sector Duty, the SEND Code of Practice and OFSTED expectations/requirements.

If you disagree with the decision you are welcome to meet with a member of the leadership team (or their representative) to discuss this.

As this is a non-statutory service provided by the school, the school is not required to accept registration. The Complaints Policy will apply where relevant.

SIGNED

Name of Leadership Team (or representative): _____

Signed: _____ Date: _____

OFFICE USE

Filed: _____ Initials: _____ Date: _____