Shoreditch Park
Primary School

Extended Day Services Policy

Approved by:	Finance & Resource Committee	**Date:** March 2025
Next review due by:	March 2026	

Overview

Shoreditch Park Primary School offers daily Breakfast and After School Club care for pupils aged 3 to 11, including those in Nursery. Our wraparound care aims to provide a safe, engaging, and nurturing environment for all children.

Session Times

- Breakfast Club: 7:45am – 8:45am
- After School Club: 3:30pm – 5:30pm

Please note:
Places are only offered on a 5-day-a-week basis for both clubs.

Communication & Closures

Parents and carers will be informed in advance of any planned closures. In the case of unforeseen circumstances, communication will be made as early as possible.

Registration, Booking & Payments

Registration

A completed registration form is required before a child can attend either club. Forms are available from the school office.

Once a child is registered, a place will be confirmed from the agreed start date. If no places are available, the child will be placed on a waiting list. Please note, a place is not guaranteed.

If a child's place is terminated by the parent/carer, they must re-register to re-join the club.

Booking & Payment Terms

- All sessions must be paid in advance, by Friday before the upcoming week.
- Payments must be made via ParentPay.
- Children cannot attend unless sessions are paid for in full beforehand.
- Two week's notice is required if you wish to cancel your child's place permanently.

Club Fees

Breakfast Club – Weekly Fees

Group	Pupil Premium	Standard
EYFS	£15	£20
KS1	£10	£15
KS2	£10	£15

After School Club – Weekly Fees

Group	Pupil Premium	Standard
EYFS	£55	£60
KS1	£40	£45
KS2	£40	£45

Fees are reviewed annually. Parents will be notified of any changes in advance.

Refunds and Cancellations

- No refunds or credits are given for missed sessions, including absence due to illness.
- If the school cancels a session, you will be offered either a refund or the option to carry payment forward.

Termination of Place

The school reserves the right to terminate a child's place if:

- Fees remain unpaid (refer to our Debt Recovery Policy)
- Parents/carers breach any part of this agreement
- A child's behaviour negatively impacts the safety or enjoyment of others
- The school deems withdrawal necessary for any other reason

Arrivals and Departures

Ensuring the safe arrival and departure of all children is paramount.

- Breakfast Club Entry: Through the main school office (Grange Street)
- ASC Collection: Through the access gates on Grange Street.
- Registers are taken on arrival and regular headcounts are carried out during sessions.

Pick-Up Times

There are two designated pick-up times:

- 4:30pm
- 5:30pm

If an emergency arises and you need to collect your child outside of these times, please call the school in advance. For safeguarding reasons, no adults are allowed onto the school grounds during club hours.

The club closes promptly at 5:30pm. There is no facility for late pickup.

Late Collection Policy

- A late collection fee of £5 per 5 minutes will be charged after 5:30pm.
- This fee is to discourage late pickups and does not permit or justify lateness.
- Repeated late pickups may result in the withdrawal of your child's place.
- If a parent is consistently late without explanation, the school may issue a formal warning and initiate the withdrawal process.

If you are having difficulty with payments or pickup arrangements, please speak to Ms. Caton or Ms. Keady as soon as possible.

Club Activities

Breakfast Club

- Children are offered a choice of cereals, bagels, and fruit.
- Parents/carers must inform the school of any dietary requirements via the registration form.
- At breakfast club, children can choose from a range of activities, including:
    - Board games
    - Lego and construction toys

- Reading and comics
- Arts, crafts, and puzzles

At 8:40am, children collect their belongings and head to class. Younger or vulnerable children will be escorted.

After School Club

- Children are collected from class and registered upon arrival.
- If a child is expected but does not attend, staff will:
  - Check school attendance records
  - Notify the designated safeguarding lead
  - Conduct a search of the premises
  - Contact emergency contacts
  - Notify police if necessary

Children must be collected by a person named on their registration form or on the school's main dismiss list. If someone else is collecting your child, you must inform the school in advance. Children will not be allowed to leave alone.

At after school club, children can choose from a range of activities, including:

- Board games and lego
- Reading and comics
- Arts, crafts, and puzzles
- Playground activities

Safeguarding and Health & Safety

- Both clubs adhere to the school's Safeguarding Policy.
- All staff have up-to-date Enhanced DBS checks.
- There is always a trained Paediatric First Aider on site.
- Staffing ratios follow Department for Education guidance.
- Parents/carers must remain at the designated collection point unless invited further by a staff member.

Other Important Policies

Both Breakfast and After School Clubs follow all relevant school policies, including:

- Health & Safety Policy
- Fire Safety Policy
- Equalities Policy
- Complaints Policy
- Supporting Children with Medical Conditions Policy

Accidents and Illness

If a child becomes ill or is injured:

- Parents will be contacted promptly
- Basic first aid will be administered
- Incidents will be recorded in the school's accident book
- Procedures follow the school's health and medical policies

Medication

Medication will be administered in line with the school's policy on Supporting Children with Medical Conditions, including any relevant Individual Health Care Plans (IHCPs) and Asthma protocols.

Equal Opportunities

We are committed to creating an inclusive environment that promotes and celebrates diversity. We follow the school's Equalities Policy and ensure all children feel safe, welcome, and represented.

Complaints

All complaints will be handled in accordance with the school's Complaints Policy, available on the school website.