

# Viking Academy Trust



## Extended Day Policy

Approved by the Trust: Term 5 2023

Reviewed **biennially**:

Last review date: Term 5 2023

Signed



Chair of Trust

## **The Viking Academy Trust**

### **Empowering Children Through Education: One Childhood One Chance**

#### **Schools in the Viking Academy Trust (VAT)**

Chilton Primary School  
Ramsgate Arts Primary School  
Upton Junior School

**This policy is specific to Ramsgate Arts Primary School.**

#### **What is the purpose of this policy?**

The purpose of this policy is to describe how the school delivers an After School Club facility which is affordable, sustainable and of quality. We ensure we provide a safe and secure environment for the children in our care.

#### **Why has a policy been written?**

We provide out of school childcare to support our working parents. Extended Day consists of a Breakfast Club and an After School Club. The Breakfast Club can accept 20 pupil places. The After School Club can accept 40 pupil places.

The emphasis for Extended Day is on play and leisure rather than education. Instead, children have the opportunity to enhance their learning through play and social interaction.

#### **Times of Breakfast Club**

7.30 – 8.15am Monday to Friday, term time only and is run by our own trained school staff.

Children who attend breakfast club can be dropped off at 7.30am. The latest they can arrive is 8.00am.

Children in Key Stage 1 and Foundation Stage must be accompanied onto the premises and handed over to a member of staff. Children in Key Stage 2 may be dropped at the reception but **must not arrive earlier than 7.30am.**

The club finishes at 8.15am, when children are dismissed or taken to class, ready for the school day.

#### **Times of After School Club**

3.00pm – 5.45pm Monday to Friday, term time only.

The club is open until 6pm, term time and is run by our own trained school staff.

**Session 1 – 3.00pm to 4.30pm £5.00**

**Session 2 - 4.15pm to 5.45pm £7.00**

**Session 3 - 3.00pm to 5.45pm £10.00**



### Requesting a Place in Extended Day

Parents can request a place for their child by completing an online form, available on the school website [www.ramsgateartsprimaryschool.co.uk](http://www.ramsgateartsprimaryschool.co.uk) . Forms will be considered by the Head of School / Designated Safeguarding Lead, to ensure that it is safe for the pupil to be in the Extended Day.

### Equal Opportunities

Pupils' welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs but unfortunately, we may not be able to offer 1:1 support for your child. The environment is organised so that these children have equal access to the facilities and activities available. The needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality.

### Attendance

Parents/carers must complete a booking form before their child can attend either club. This form is to be completed once per academic year. **We can then accept online or telephone bookings (spaces permitting) if you have already completed the relevant form for your child.** The form is available on our website: [www.ramsgateartsprimaryschool.co.uk](http://www.ramsgateartsprimaryschool.co.uk)

### Payment

Daily Rates:

Breakfast Club charges **£3.00 per day** and payment should be made through **School Money**.

After School Club daily charges:

**Session 1 – 3.00pm to 4.30pm £5.00**

**Session 2 - 4.15pm to 5.45pm £7.00**

**Session 3 - 3.00pm to 5.45pm £10.00**

Payment must be made in advance. Extended Day does not offer credit. Booked places must be paid for even in the absence of the child, unless the breakfast club supervisor is notified 7 days in advance. This enables the vacant days to be offered to another child. You will not be charged if your child is absent due to illness or approved leave.

### Pupil Premium

It may be places will be reserved for children entitled to Pupil Premium. These children will be invited to attend by the Head / SENCO / Designated Safeguarding Lead.

### The Model of Practice

We operate Extended Day by encouraging a family atmosphere. We believe this is best done with a degree of self-help, so children are involved in setting the tables and helping to serve (safety first of course). Older children often willingly support the younger children. Children play games and engage in other play activities.

### Involving Children

At Ramsgate Arts Primary School we believe that actively involving children in decision-making processes is beneficial to children, staff and the club.

The staff will consult with the children regularly about:

- Activities they enjoy
- Activities they would like to do
- Quiet time activities and reading

### **Behaviour**

We expect the same level of commitment to behaviour in Extended Day as we do the rest of the time. Parents will be informed in the first instance (via letter) if behaviour is giving cause for concern. If a child is not responding to guidance and support, they may not be permitted to attend Extended Day provision.

**Please take time to read the Extended Day rules with your child.**

- **Always remember to use good manners and speak politely to everyone.**
- **Listen to members of staff without interruption.**
- **Do as you are told without argument.**
- **Keep control and communicate your thoughts and feelings in a proper way.**
- **Play fairly and kindly, without roughness, so that no-one feels threatened by the way you speak or act.**
- **Respect other people's property.**
- **Treat others as you would like to be treated.**

**The school's behaviour policy also applies to the Extended Day programme.**

### **Safeguarding and Security**

Viking Academy Trust are fully committed to the wellbeing and safety of all of our children. We adhere strictly to all required and recommended safeguarding procedures and regularly audit our procedures to reflect best practice. We meet the requirements of current legislation pertaining to After School Clubs, according to The Children's Act Regulations.

### **Arrival / Registration**

On arrival at either club, a member of staff will immediately record the child's attendance in the daily register, the area will be set up ready for the children's arrival and all health and safety checks completed.

### **Collections / Departures**

All children leaving club must be collected by an adult – the school pass system will not apply. No adult other than those named on the registration form will be allowed to leave the club with a child. A password system is in place should another adult pick up on a particular day. In the event that someone else should arrive without prior knowledge and no password, the ASC will telephone the parent/carer immediately.

### **Absences**

If a child is going to be absent from a session, parents must contact the club / the office in advance. If a child is absent from the club without prior warning, staff will check to see if they attended school that day. A thorough search of the entire premises will commence. If after 15

minutes of thorough searching the whereabouts of the child is not clear, staff will immediately contact the parent/carer to determine if the child is at home.

### **Pupils not booked in to After School Club (or Breakfast Club)**

If your child is not booked into the After School Club but has been left at the end of the day, a phone call will be made immediately for you to collect from school. If we are unable to reach you, you will be charged for the session and a warning letter will be sent home. If this happens for a second time, you will be charged £1 per minute for every minute that they are at club and your child will not be allowed to participate in club in the future.

### **Late Collection**

Late pick-ups will be charged (£1.00 per minute after 5.45pm, or £1.00 per minute after the pre-booked time of 4.30pm)

## **Health and Safety**

### **Administration of Medicine**

A medicine form needs to be signed for parents wishing to have any drug administration undertaken for their child whilst at Breakfast or After School Club. This is available on the school website [www.ramsgateartsprimaryschool.co.uk](http://www.ramsgateartsprimaryschool.co.uk)

### **First Aid**

The Extended Day staff are all first aid trained, and undertake update training every three years. There will always be a qualified first aider on site whilst Extended Day clubs are in session.

### **Fire Safety**

Regular fire drills are carried out across the school day and this includes the Extended Day also. This is led by the Extended Day Supervisor, Caretaker, and if on site, the Head of School.

Upon the sounding of the alarm, children will practice leaving the Extended Day area to the fire assembly point (RAPS main playground). Extended Day staff will also check bathrooms, corridors and conduct a fire register at this assembly point. In the event of a real emergency, the Extended Day Supervisor will assume responsibility for dialling the emergency services.

### **Food Hygiene**

All staff who prepare food in our Extended Day provision are required to be level 2 Food Hygiene trained. This training is updated every three years.

### **Food Allergies and Preferences**

Pupil food allergies and preferences is recorded at the point of entry to the school but will be requested again on admission to the Extended Day provision, to ensure all dietary needs are met. Should the needs differ between what is recorded on the pupil system and what is recorded on the Extended Day admission form, parents / carers will be contacted for clarification.

### **Staff: Pupil Ratios**

Children are supervised at all times. will be supervised on a ratio of 1 staff member with 10 pupils.

If children require closer supervision, or receive 1:1 supervision during the usual school day,

this will be arranged at the point of admission to Extended Day (this is dependent on staffing and will be organised by the Head of School / Designated Safeguarding Lead).

### **Risk Assessment**

An Extended Day Risk Assessment is in place and reviewed regularly along with this policy. Please see Appendix I for the Extended Day Risk Assessment.

### **Photography / Use of Images**

Permissions for use of pupil images is recorded at the point of entry to the school. This will be the guide for extended day staff.

### **Complaints relating to Extended Day**

Should parents and carers wish to raise a concern regarding an Extended Day incident, please speak with the Extended Day Supervisor in the first instance.

If you are unhappy with the response to the incident, please raise the issue with the Head of School or with the Extended Day Manager, [CAM@vikingacademytrust.com](mailto:CAM@vikingacademytrust.com).

Following this, parents and carers are welcome to use the Viking Academy Trust complaints procedure which can be found on the school website [www.chiltonprimary.co.uk](http://www.chiltonprimary.co.uk)