



# **Extended Schools Policy**

**September 2024**

**Approved by the Governing Body Strategy Group 19/09/24**

**This Policy is due for renewal in Term 1  
2026–27**

# **EXTENDED SCHOOLS POLICY OF GODINTON PRIMARY SCHOOL**

## **SECTION ONE: INTRODUCTION**

Extended Schools provision at Godinton Primary School consists of our ‘Early Birds’ Breakfast Club and our ‘Night Owls’ After School Club. Both clubs are available for children in Reception through to Year 6, every day each week during term time. Our extended schools provision helps to support our school community by providing children with a safe and stimulating environment before and after school, whilst providing support.

Alongside our Breakfast Club and After School Club, Godinton Primary School runs a range of extra-curricular activities after school for children in different year groups. Further information about these enrichment opportunities are provided in our Extra-Curricular Activities Policy, which should be read in conjunction with this policy.

The purpose of our extended schools provision is to provide:

- High quality childcare to support working families
- Fun, exciting and stimulating sessions which will engage and enthuse the children
- A safe environment for the children which supports positive wellbeing

## **SECTION TWO: OPERATION OF EARLY BIRDS BREAKFAST CLUB**

### **2.1 Early Birds Opening Times**

Drop off for Early Birds Breakfast Club starts at 7.50 a.m. and closes at 8.15 a.m, Monday to Friday during term time. Parents must take their child to the member of staff on duty at the side pedestrian gate at the bottom of the school car park for registration. Parents are able to access the school car park at this time but children must not be dropped off and left to walk unaccompanied.

Breakfast Club takes place in the school hall. The club is closed during school holidays and INSET days.

### **2.2 Early Birds Registration and Attendance**

An Early Birds enrolment form must be completed for every child whose parents wish them to attend. This is an online registration form, the link to which is available by emailing the Breakfast Club team: [breakfastclub@godinton.kent.sch.uk](mailto:breakfastclub@godinton.kent.sch.uk) or is on the Breakfast Club page

on the school website.

By completing the enrolment form, parents consent to abiding by the terms of the club.

Once registered, children may attend on any day and do not have to have to adhere to a set pattern of days each week as sufficient spaces are available. Therefore, specific bookings do not need to be made in advance.

### **2.3 Early Birds Payment**

Payment must be made in advance of all sessions a child attends and accounts will not be allowed to fall into arrears. Children will be unable to attend Breakfast Club until an account is brought back into credit.

The cost for Breakfast Club is £3.50 per session per child

Payments must be made via a ParentMail account, childcare voucher scheme or Government tax free childcare scheme.

Childcare vouchers may be used for payment. Parents should check that the school is registered with the company their employer uses, if not parents should ask them to invite us to register. The unique reference number which companies will need to join the scheme is: 141754

If anyone is experiencing difficulty with payment, please contact either Miss Talbot, Headteacher or Mrs Williams, School Business Manager.

### **2.4 Early Birds Breakfast**

The children receive a comprehensive healthy breakfast, including toast, cereal, fruit and yoghurt. Dietary needs are catered for in accordance with our Food Allergies Policy. Food is prepared by our Breakfast Club staff who have all completed basic food hygiene training.

### **2.5 Early Birds Activities**

A range of activities are provided for the children to join in with during the sessions. These are prepared and supervised by our Breakfast Club staff. At 8.35, children are escorted back to their classrooms.

### **2.6 Early Birds School Policies and Procedures**

All school policies and procedures relate to provision at Breakfast Club including safeguarding, behaviour and discipline, medical needs, first aid, complaints, health and safety and SEND. Policies are available from the school office on request or can be found on the school website.

## **SECTION THREE: OPERATION OF NIGHT OWLS AFTER SCHOOL CLUB**

### **3.1 Night Owls Opening Times**

Night Owls After School Club operates from the After School Mobile at the rear of the school hall, Monday to Friday during term time. Children make their way to the club at the end of the day (3.20 p.m.), with younger children being taken to the club by a member of staff.

Children may be collected from Night Owls at any time between 3.20 p.m. and 6.00 p.m. and must be collected by an adult.

### **3.2 Night Owls Registration and Attendance**

A Night Owls enrolment form must be completed for every child whose parents wish them to attend. This is an online registration form, the link to which is available by emailing the After School Club team: [afterschoolclub@godinton.kent.sch.uk](mailto:afterschoolclub@godinton.kent.sch.uk) or can be found on the After School Club page on the school website.

By completing the enrolment form, parents consent to abiding by the terms of the club.

The registration form asks parents to indicate the days they will be requiring a place to be held for their child at Night Owls and whether this is regular (every week) or occasional (from time to time). This excludes school holidays. Parents are required to adhere to the days requested as insufficient place may be available on other days. Parents should contact the Night Owls Manager if they wish to alter their child's booking. Children may go onto the waiting list for a place if insufficient places are available on a particular day.

### **3.3 Night Owls Payment**

Payment is always due in advance of all sessions a child attends and accounts will not be allowed to fall into arrears. Children will be unable to attend Night Owls until an account is brought back into credit.

The full session fee of £11.50 applies regardless of how long a child attends for. Collection after 6.00 will incur a £15 charge per child for every 15 minutes of time after that. Persistent late collection will result in a child's place at Night Owls being withdrawn.

Parents must pay in advance for all sessions booked regardless of sickness or absence. Should parents wish to cancel or change a booking they will notify the Manager of Night Owls After School Club in writing, two weeks prior to the cancellation or pay two weeks childcare as per this booking form. (After this time, a refund can only be given if the vacancy is filled).

Payments must be made via a ParentMail account, childcare voucher scheme or Government tax free childcare scheme.

Childcare vouchers may be used for payment. Parents should check that the school is registered with the company their employer uses, if not parents should ask them to invite

us to register. The unique reference number which companies will need to join the scheme is: 141754

If anyone is experiencing difficulty with payment, please contact either Miss Talbot, Headteacher or Mrs Williams, School Business Manager.

### **3.4 Night Owls Snack**

The children receive a light snack e.g. toast, a sandwich or fruit. Dietary needs are catered for in accordance with our Food Allergies Policy. Food is prepared by our After School Club staff who have all completed basic food hygiene training.

### **3.5 Night Owls Activities**

A range of activities are provided for the children to join in with during the sessions, these include special themed days e.g. Christmas or Halloween. These are prepared and supervised by our After School Club staff, led by the After School Club Manager. Use is made of the school grounds.

### **3.6 Night Owls School Policies and Procedures**

All school policies and procedures relate to provision at After School Club including safeguarding, behaviour and discipline, medical needs, first aid, complaints health and safety and SEND. Policies are available from the school office on request or can be found on the school website.

## **SECTION FOUR – STAFFING AT EARLY BIRDS AND NIGHT OWLS**

Both clubs are run by staff employed directly by Godinton Primary School. A Manager is in place at Night Owls After School Club. All school policies relating to staffing apply equally to extended schools provision.

Suitable training is provided for staff, as required, in order for them to fulfil their roles.

## **SECTION FIVE – CHILDREN WITH SEND**

Extended schools provision is open to all children with SEND. Specific needs will be supported by the Early Birds and Night owls teams and by the SENCO. Adjustments and adaptations may be made in order to allow pupils with SEND to fully participate.

## **SECTION SIX – CHILDREN IN CARE (CCIC) (Formerly Looked After Children).**

As for all our pupils, Godinton Primary School is committed to helping every Child in Care to achieve the highest standards they can. To this end staff will ensure that in delivering the curriculum they set suitable learning challenges of CIC, respond to the diverse learning

needs of CIC, and help to overcome the potential barriers to learning and assessment for CIC.

## **SECTION SEVEN – REVIEW**

The Governing Body reviews this policy every two years. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved. The policy is shared with parents on the school website.

## **SECTION EIGHT – EQUALITY STATEMENT (Refer also to specific policies for equal opportunities and racial equality)**

At Godinton Primary School, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Godinton Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.