



EXTENDED DAY POLICY

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Document Control			
Review period	24 Months	Next review	September 2026
Owner	CFO	Approver	Governors

This document applies to all schools and operations of the Galileo Multi Academy Trust:
www.galileotrust.co.uk

EXTENDED DAY POLICY

Introduction

St. Peter's CE Primary School Breakfast & After School Wraparound Club is run by our own staff to provide high quality out-of-school hours' childcare for our parents. It provides a range of stimulating and creative activities in a safe environment.

The Clubs operate from 7.45am – 8.45am and from 3.15pm – 5.30pm term time.

Cost

Breakfast club is £3

We have recently reconsidered the pricing structure of our After School Wraparound provision to be more flexible to families' needs. Charges moving forward will be:

3.15-4.15pm £3

3.15-4.30pm £4.50

3.15-5.15pm £7

3.15-5.30pm £8

4.15-5.15pm £3

4.15-5.30pm £4.50

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

Admissions

- Only children attending St. Peter's CE Primary School are eligible to attend the Wraparound clubs.
- Children are admitted in FS2 (Reception) to Year 6.
- All places are subject to availability.
- A Wraparound contract must be completed prior to the child's commencement at these clubs. These are available from the school office.
- All parents will receive a copy of this policy and this policy is available to view via our school website.
- All Club staff are made aware of the details of a new child.
- Children's attendance is recorded in a register.

After School Club

Collection of Children:

- FS2 and KS1 children (Reception, Year 1 and Year 2) will be collected by a member of the After School Club staff and escorted to the After School Wraparound Club in the hall.
- Lower KS2 children (Year 3 and 4) will be dismissed by the class teacher before the rest of their class and make their way to the School Hall to meet the After School Wraparound Club staff.
- Upper KS2 children (Years 5 & 6) will be dismissed by the class teacher before the rest of their class and will make their way to the After School Wraparound Club in the hall.
- Staff will take a register of all children and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure:

- When a child is collected at the end of or during a session, they must be signed out by a parent/carer or named collector and the time recorded.
- The parent/carer or named collector must inform a member of staff that they are collecting and signing out a child.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff or the office if their child is going to be absent from the Club.

Behaviour at Breakfast & After School Clubs:

School Policies including our Behaviour Policy apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these behaviour standards or does not follow any of the rules stated within this policy. If the behaviour of the child is unacceptable, for the safe and efficient running of the Club, parents will be informed and a written warning given to the child. Any additional unacceptable behaviour will result in the child being excluded from the Club for a period of time deemed appropriate by the SLT. First Aid

- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of the Club's staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, the Club will be informed of their absence.

Uncollected children

If a child hasn't been collected from school by 3.30pm they will be admitted into After School Club and the parents/guardians will be charged accordingly in line with the current costs.

If a child is not collected by their allotted time, your booking will be moved to the next timeslot and you will be charged at the hourly rate. For example, if your child is booked in until 4:15pm, and you arrive to collect at 4:20pm you will be charged £7 in total.

If a child has not been collected by 5.30pm parents will be contacted in the first instance by telephone.

The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable, and school are unaware of the reason for non-collection, consideration will be given to contacting either the police or social care.

A charge will be levied for late collection. If parents/carers are late for the 5.30pm pick up there will be a £10.00 fee.

The reason for this charge is due to staffing costs. Staff are only paid until 5.30pm

Booking and Payment of Fees

Parents should book Breakfast Club & After School Wraparound Club sessions through Arbor. Please contact the school office before your child attends Wraparound Care for the first time so that a contract can be shared and signed.

Payment should be made via Arbor. It is possible to pay fees via childcare vouchers – please contact the school office for further details.

Related Whole School Policies:

- Behaviour Policy
- Anti-Bullying Policy
- Child protection policy
- Equal opportunities policy
- Health and Safety policy

Review and Monitoring:

This Policy will be reviewed annually by the Governing Body

Next Review: September 2026

