



Cherry Tree School

Extended Services Policy

Including- Breakfast and After School Club, Extra-Curricular Clubs, Holiday Camps

| Policy Schedule | |
|-----------------|--|
| May 2025 | New policy created to encompass: Breakfast and After School Club, Extra-Curricular Clubs, Holiday Camps. This policy replaces the previous 'Extra-Curricular Club Policy'. |

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Statement of Intent

Cherry Tree, believes in creating a safe, welcoming and stimulating environment for all the children in its care. The school believes that a safe social atmosphere helps children of all ages to develop their social skills and confidence. We value the time and effort that goes into running our extended services and the benefits these bring to our children and families.

Our clubs are of a high quality and offer the chance for children to socialise and develop new skills that are beyond the school curriculum as well as offering childcare options for working parents. In providing and enabling the provision of these services the school will continue to ensure that the highest standards of care, guidance and support are afforded to all attendees, at all times.

The school will ensure that services are provided in line with the school's ethos, vision and values and in accordance with school policy and procedure.

1. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2024) 'Wraparound childcare: guidance for schools and trusts in England'
- DfE (2024) 'Responding to requests for wraparound childcare'
- DfE (2018) 'Charging for school activities'
- DfE (2023) 'After-school clubs, community activities and tuition: safeguarding guidance for providers'
- The School Premises (England) Regulations 2012

This policy operates in conjunction with the following school policies:

- Charging and Remissions Policy
- Early Years Policy
- Administering Medication Policy
- Attendance Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Data Protection Policy
- Fire Safety Policy

- First Aid Policy
- Health and Safety Policy
- Lettings Policy
- Supporting Pupils with Medical Conditions Policy

2. Extended services: overview

Procedures

For this policy, all adults who run a 'wraparound childcare' provision, an extra-curricular club or a holiday camp will be referred to as 'club leaders' throughout the policy.

Extended services relate to a suite of additional services and activities provided by the school which are usually offered outside of the school day – breakfast club, after school, evenings and holidays. These services and activities will generally include provision related to the following five areas:

- A varied menu of activities provided by school: play/recreation, sport, music, arts and craft and other special interest clubs.
- Wraparound childcare before and after the school day – 7:45am – 5:45pm
- Community access to facilities including sports facilities

Wraparound and holiday childcare

The government expects **all** schools to have wraparound childcare on the school site, unless there is a reasonable justification not to, having considered all support available.

Wraparound childcare is defined as childcare that 'wraps around' the conventional school day i.e. provision directly before and after the school day, during school term time for school age children. It also refers to childcare provision in the school holidays.

Provision should:

- Be regular.
- Have longer hours.
- Be more dependable for working parents.
- Not require parents to pick their children up from school and drop them off at another location.

Schools are expected to consider and respond to requests relating to wraparound childcare requests from both parents and PVI providers.

The schools' existing enrichment and extracurricular offers will interact with, complement, and support delivery of wraparound childcare provision. The remainder of this policy applies to the school's provision of these enrichment and extracurricular services and activities.

Safeguarding

The school will ensure that all members of staff and volunteers are suitable to be working within the extended services and activities provided by the school – anyone without the appropriate checks will be supervised by a member of staff who is permitted to undertake regulated activity with children.

Any safeguarding matters will be raised with the Designated Safeguarding lead (DSL) or deputy DSL as soon as possible. In the event that the DSL is not available before or after school hours, safeguarding issues will be raised with the deputy DSL.

Where the school receives an allegation regarding an external provider that has utilised the school premises, the school will follow the usual safeguarding procedures set out in the Child Protection and Safeguarding Policy and ensure that the Local Authority Designated Officer (LADO) is informed.

3. Roles and responsibilities

The governing board will:

- Ensure the school supports the LA to understand parental demand for wraparound childcare.
- Ensure the school responds to its community's needs by providing a varied menu of services and activities.
- Ensure that any extended services activities do not interfere with the school's responsibility to provide a high quality and safe teaching environment.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any services provided by the school.
- Hold the Head Teacher and SBM to account for the provision or performance of any extended services provided or facilitated by the school.

The Head Teacher will:

- Recruit and manage staff required for the extended services provided.
- Report to the governing board on the performance of the extended services provision.
- Manage any complaints relating to the school's extended services provision.
- Establish a clear and transparent charging and remissions policy, including the details of any extra charges being applied, where appropriate and necessary.
- Ensure that the appropriate risk assessments have been undertaken for all services and activities being delivered on the school site.
- Check the school has the appropriate policies and agreements in place to deliver and run the planned extended services.

The SBM will:

- Determine the financial viability and practicalities of any new childcare service and offer evidence-based recommendations to the Head Teacher as to whether the school should provide the service and how it should be delivered i.e. school run or private provider.
- Ensure that employment contracts are revised for school staff working within any of the extended services provided.
- Ensure that the appropriate insurance is in place for any extended service provision.
- Implement an appropriate payment system for the extended services provided.

- Purchase materials and equipment for the extended services provided, as appropriate.
- Publicise the services and activities that parents and families can access at the school on the various information channels available to the school.
- Maintain financial records for the extended services provided.
- Manage contracts, including putting in place the appropriate service level agreements, break clauses and exit strategies with external providers.
- Enhanced DBS Checks are completed for all club leaders and details are recorded on the school's Single Central Register.

The SENCO will:

- Ensure that staff working within the school's extended services consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.

The DSL will:

- Ensure that providers have clear policies and procedures in place to safeguard children.
- Ensure that any additional staff (both paid and volunteers) recruited complete an enhanced DBS (with barred list) check before they care for children.
- Obtain written confirmation from external providers confirming that enhanced DBS (with barred list) certificates have been obtained for staff working within the school's extended services.

Hirers will be responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the site manager to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £5 million.
- Providing the Head Teacher with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the Head Teacher or SBM.
- Reading the school's behaviour and safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the governing board of the activities that will be undertaken on the premises.
- Adhering to the school's Lettings Policy and Risk Assessment.
- Adhering to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers'.

4. Breakfast and after school club

Admissions

Provision will be made available to children aged 3 to 11.

The school has a first come, first served policy for admissions to the school's breakfast and after school clubs. When all the places have been filled, new applications will be placed on a waiting list. The following cases will be prioritised:

- Siblings of pupils already attending the school
- Pupils who attend the school

The pupil premium may be used to enable disadvantaged pupils to access extra-curricular clubs.

Ratios

Provision will cater for up to 44 children at a time in our hall and a further 16 in our preschool building, ensuring that there is a staff to child ratio of no more than **1:10** at all times.

Fees

The following daily fees will apply:

- Breakfast club: £5.75 per session
- After-school club: £12.95 per session
- Holiday club will be £25 per day

Please see **Appendix 3** for our full breakdown of schedule of fees including late payment charges.

The following conditions will also be in place:

- All breakfast/after school club fees must be paid **monthly** by 25th of each month
- Fees **can** be paid by electronic transfer
- We accept childcare vouchers, please enquire
- Fees are charged if attendance is booked and the child does not attend

5. Procedures During Clubs

Registration

The school is fully committed to the safety and security of all the children attending its extended services; therefore, several procedures will be put in place for when children arrive at a breakfast or after-school club:

- Children are dropped off by parents at the main entrance for the breakfast club and are registered immediately.
- Children are collected from their classrooms for the after-school club by a club leader- just before the doors open for the end of the school day.

- Children have a designated meeting point for extra-curricular clubs and meet their club leader at this location.
- Upon arrival at any of our extended services clubs, a register is taken by the club leader in charge of a club/camp.
- Where there are children booked to attend the club, but they have not arrived, the club will call the children's parents immediately or ask office staff to do so during school hours.
- Absences: Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either via our app or by phoning the school office who will then pass on the message.
- All club administration is carried out by the school office team. Any requests from parents regarding places or a waiting list, should be referred to the school office who will advise accordingly.

Supervision and Safety

The club leaders are responsible for the children for the duration of the club. Children will be supervised at all times, including when changing for sports clubs.

Club leaders must:-

- Submit the appropriate Risk Assessment for their club to the Business Manager prior to the commencement of their club.
- It is the responsibility of the club leader to check any equipment used for safety and suitability.
- Ensure porch doors remain closed and locked for security reasons.
- Playground gates are locked, other than at pick up time (3:15-3:45pm on a school day).
- Ensure the register of all children attending the club is maintained for each session (Club leaders to return their Register back to the school office after each session).
- Ensure appropriate clothing is worn for all clubs plus any other kit required
- Be familiar with the school's policies for Child Protection & Safeguarding, and Health and Safety (published on the school's website).
- Be aware of any medical or other special needs, and agreed arrangements for travelling home.

Holiday clubs

- Attendance will be recorded in the holiday club's register.

The school will have the following procedures in place for when children leave an after-school or holiday club:

- A password for each authorised individual.
- At the end of a session, staff will sign children out as they leave the premises.
- If someone other than the person registered is collecting the child, staff must be notified by the registered person **half an hour** in advance. The registered person must provide a description of the individual and confirm the password.
- If the registered person is running late, staff must be notified before the end of the collection period by the registered person.

Children can only leave the premises unaccompanied if explicit permission is given by the parent and the school is in agreement with this.

Collection of Children from Clubs

The Club Leader has the same duty of care as staff at the end of the school day and therefore shall ensure:

- Activities are planned for the full duration of a club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- All children leave the building safely as per the arrangements agreed with school/parents.
- Parents/Carers collect their children promptly at the end of an after-school club from the assigned entrance.

Please note: Children who are not collected on time will be taken to the school office to wait with the club leader, if children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.

Uncollected Children

Staff members will make every effort to maintain effective communication between the club and parents. If a parent is late, the following procedures will apply:

- Parents must inform a member of staff if they are running late.
- Repeated lateness will result in penalty fees.
- After three instances of late collection, the service will no longer be available.

If a child has not been collected, the following steps will be taken:

- A member of staff will attempt to contact the parent using the details provided on the registration form.
- If contact cannot be made, a message will be left and staff will then attempt to reach the emergency contacts listed on the form.

If a parent is more than 30 minutes late:

- If staff have not been able to reach the parent or an emergency contact, the local social care team will be contacted for advice.
- The child will remain on the premises with a member of staff, or be placed in the care of the local social care team.

6. First Aid

School will have a 'first-aider' on school premises for the duration of the extra-curricular club session. For holiday camps or any occasion where the premises are hired, the club leader is responsible for ensuring adequate first aid provision.

In the event of illness or injury, the club leaders will act in accordance with the school's Health and Safety Policy and the First Aid Policy.

All club members must be aware of their duties if a child is injured or becomes ill. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents will be contacted and asked to collect their child
- If a child is complaining of illness, they will monitor the child until the end of the session and contact parents if necessary

- If a child suffers a minor injury, first aid will be administered and the child will be closely monitored for the rest of the session

If a child suffers a major injury or becomes seriously ill, the following procedures will be implemented:

- If a child needs to go to the hospital, an ambulance will be called and a member of staff will accompany them
- The parents of the child will be notified immediately
- Following the incident, members of staff will conduct a review of the incident

7. Fire Safety/Emergency Evacuation/Lockdown procedures

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs will be closed.

In the case of an emergency, the following procedures will be followed:

- Emergency services will be contacted
- All children will be evacuated from the building and taken to the far corner of the playground near the concrete garage.
- A member of staff will collect the register and check that all the children are at the emergency assembly point
- Parents will be contacted and asked to collect their children
- All children remain at the emergency assembly point until they are collected by their parent.
- If a child is missing from the emergency assembly point, the emergency services will be informed immediately
- Do not re-enter the building until told that it is safe to do so.

8. Behaviour

Attendees of any of the extended services provided by the school (extra-curricular clubs/ holiday camps/ breakfast/after school club) will be expected to adhere to the school's existing Behaviour Policy; any disciplinary issues will be reported to the parents of the child.

All club leaders must adhere to the following:

- The children attending the club should not use school resources, other than those provided for extended services use, and should ensure that any area of the school premises is left clean and tidy after use.
- Should a child's behaviour be poor and there are repeated breaches of the Behaviour Policy, club leaders are asked to:
 1. issue a warning verbally to the child and inform the parents
 2. allow two chances for the child to rectify this.
 3. Send a letter home after the second warning, informing parents of the risk of a suspended place
 4. Should an improvement not happen, they will be temporarily suspended from the club.
 5. Reinstatement of the place will be at the discretion of the school. Should the place be reinstated and the child's behaviour continue to be poor, the place will be withdrawn permanently. A refund of fees for a suspended place will be considered, less an administration fee.
- The school has zero tolerance of bullying, see Behaviour Policy.
- Any child who is the victim of bullying is supported in a sympathetic and friendly manner.

- If bullying is reported, it will be noted and investigated by a member of staff and the parents of both children are informed.
- The school defines bullying as repeated harassment of others, including psychological, physical, verbal or emotional abuse.
- Discriminatory language will not be tolerated at any time.

9. Lettings

The school recognises that its premises are valuable to the local community and is pleased to let the premises out to local organisations.

The governing board will have overall responsibility for the management of lettings.

When letting out the premises, the school will ensure that any letting arrangements do not interfere with the primary activity of the school to provide a high-quality education and safe teaching environment.

All hirers using the school premises to work with children, regardless of whether the children are on the school roll or not, will be expected to abide by the school's safeguarding arrangements. The school will ensure that safeguarding requirements are communicated with the hirer prior to the letting. This will be included in the school's Conditions of Hire Agreement. All lettings will be managed in line with the school's Lettings Policy.

Hirers will be expected to adhere to the DfE's ['After-school clubs, community activities and tuition: safeguarding guidance for providers'](#).

10. Monitoring and review

This policy will be reviewed bi-annually by the Head Teacher and the DSL.

External Club Leader Agreement Form

Please complete and return to our Business Manager at least one week before the club / camp begins.

| | |
|--|--|
| Name of Club Leader: | |
| Name of Club: | |
| I confirm that I have read the Extended Services Policy and the policies referred to within it and will adhere to the procedures outlined. | |
| I confirm that I have passed a Risk Assessment for my club to the Business Manager to be checked as suitable for purpose. | |
| Delete as appropriate: <u>Either:</u> <i>I am aware of what to do in the event of a first aid incident and who to contact.</i> <u>OR</u> if on site 'out of school hours': <i>I can confirm that a qualified first aider will be on site during the club / camp.</i> | |
| Signed: | |

Extra-Curricular Club Protocol

Message to parents, accompanying our extra-curricular club list:

We aim to ensure that there are a range of activities on offer each term and that the clubs available are for all year groups. Clubs are introduced for reception aged children once they have settled into school routines.

The school will ensure that services are provided in line with the school's ethos, vision and values and in accordance with school policy and procedure.

The clubs list is published each term and includes the following information on the cover page:

- **PLEASE ONLY SIGN CHILDREN UP TO CLUBS THEY WANT TO PARTICIPATE IN. The clubs are offered to provide educational opportunities, not as a childcare option.**
- High standards of behaviour are expected during the clubs/holiday camps. If these are not adhered to, children will not be allowed to attend. See Extended Services Policy.
- Sports clubs may result in a team being selected for a competition. The club leader, in liaison with our PE Subject Leader, will select a team based on skill, stamina and dedication.
- Please ensure children wear the appropriate kit for their chosen activity. Sports kit can be brought into school for the children to change into.
- If your child is unable to attend a club or camp for any reason the school office needs to be notified before 2.45pm.
- Early collection is not available (except in emergencies).
- Each club will run from the end of the school day until 4:30pm. Please refer to the clubs list for where to collect the children from.
- For any communication regarding club bookings / waiting list, please contact the school office, not the club leaders as our office team manage these matters.

Appendix 3

Schedule of Fees

| Description | Applicable to; | Fee |
|---|---|---|
| Ad-hoc booking | <ul style="list-style-type: none"> Preschool Out of School Club Holiday Camp | £3 fee per session |
| Please be aware that we cannot guarantee a place will be available. | | |
| Instalment charge | <ul style="list-style-type: none"> Out of School Club | £10 per year |
| Cancellation of place | <ul style="list-style-type: none"> Holiday Camp Extra-Curricular Clubs | Non-refundable if notified after the deadline. (This is due to staffing being determined at this point). £5 charge if before deadline. |
| Notice period for change in arrangements (including cancellation). | <ul style="list-style-type: none"> Out of School Club Preschool | This is processed on a half termly basis with a maximum of 6 weeks' notice. |
| Cancellation of ad-hoc place | <ul style="list-style-type: none"> Preschool Out of School Club Holiday Camp | Non-refundable if less than 24hrs notice given. £3 ad-hoc fee still applies regardless of notice given |
| Late collection | <ul style="list-style-type: none"> Preschool Out of School Club Holiday Camp | £3 per 15 minutes <i>(We regret that after 3 occasions this service will be no longer available).</i> |
| | <ul style="list-style-type: none"> End of normal school day | £10 after 15minutes, then £10 every further 15 mins <i>(This is due to staff having to stay beyond their working hours)</i> |
| Late payment fee | <ul style="list-style-type: none"> Preschool Out of School Club Holiday Camp Extra-Curricular Clubs | £10 (We regret that non-payment may result in this service being terminated). |
| Snack Fees | <ul style="list-style-type: none"> Preschool | £1 per session (optional) |
| £5.75 per hour for Out of School Club/Clubs run by staff and volunteers/Preschool(3+) | | |
| £8.05 per hour for Preschool 2+ | | |
| £25 per day for Holiday Camp/£30 per day for pre-schoolers (3+ only) | | |