**Extended Provision Policy**

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| **Person responsible for policy:**   | Emma Shaw  |
| **Date approved:**   | January 2023   |
| **Review date:**   | January 2024 |

**Breakfast & After School Club**

Breakfast and After School club is managed by Park Lane School and is an extended provision for quality childcare for children attending the school. Our mission statement is ‘Partnership, Learning and Success for all’ and this ethos is shared by all. To ensure that staff, parents, and children can work together to achieve this we ask parents to agree to our Terms and Conditions set out below.

**Opening times and fee structure**

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| Breakfast Club 8.00am-8.50am includes breakfast | £3.75 per session |
| Film Club 3.00pm – 5.30pm includes dinner  | £5.00 per session (Secondary students only)  |

**Booking In System**

Parents are to use the school website to book sessions. Parents need to book all sessions on this system every week. Once sessions are chosen on the system, payment is needed at the end of the booking to complete confirmation of booked sessions, thus giving parental consent. This will then provide you with a receipt of payment for sessions. This will mean invoices are not needed to be sent out. Once your sessions have been booked and paid for online, this will automatically notify the team and your child/ren will be added onto the daily register. If you need to book in at short notice and cannot access the website, you will have to phone the school office and payment will be billed to your account. If your child has not been booked in through this system or the school office, a phone call will be made, and your child will not be able to attend until confirmation or payment has been made. Breakfast Club opens at 8.00am. After school Film Club closes at 5.30pm prompt. Please advise a member of staff as soon as possible if you are delayed as this will enable them to prepare your child and to organise for their own late arrival home.

**Cancellation and absence**

Please contact the office if your child will be absent from the club due to illness or prior arrangement. This helps to avoid confusion. All cancellations or amendments must be addressed to: admin@parklane.cheshire.sch.uk or head@parklane.cheshire.sch.uk

**Medical Information**

We will use the school’s data management system, therefore any changes to medical information or dietary needs please inform the school office. It is essential that parents keep us informed about the child’s current medical information to ensure that we care for the child in an appropriate way. No medication will be given to a child unless it has been prescribed by a doctor and a medication form has been completed. Accidents and incidents will be recorded in line with school policy, and parents/carers will be informed.

**After School Film Club - Collection of children**

Children can only be collected by the parent/carer, or the emergency contacts named on the school’s data management system. Any person unknown to the staff will be challenged and the parent/carer will be contacted to check. The person collecting the child must be over the age of 16. If another family member or friend is collecting, please inform us. Children are collected from the front door. Children/staff will gather their belongings and be brought to you by the front door.

**Collections of children by staff**

All children that are booked in and on our register for Breakfast Club are collected from the hall by staff at 8.50am and escorted to class. At the end of the day, all children that are booked in and on our register for After School Film Club are collected from Class at 3pm and escorted to the Sensory Room where Film Club is held.

**Meals**

Children can have a choice of breakfast foods and drinks. Including, toast, bagels, cereals, milk etc. Children will have a hotdog or pizza with a drink at Film Club. If alternative foods/drinks are required, please speak to your class teacher.

**Play and activities – Breakfast Club**

The clubs offer a wide range of activities for the children to choose from. We believe that by playing, the children learn to develop as individuals and that the adult's role is to enhance opportunities for play. Some indoor activities include reading, games, construction toys and arts and crafts. Quiet areas are provided for children to read or to chat, along with sensory circuits to provide opportunities to carry out sensory diet programs. Children may choose to play indoors or outdoors depending on the weather. Some resources for outdoor play include bikes, balls, skipping ropes, hoops, large construction, and chalks.