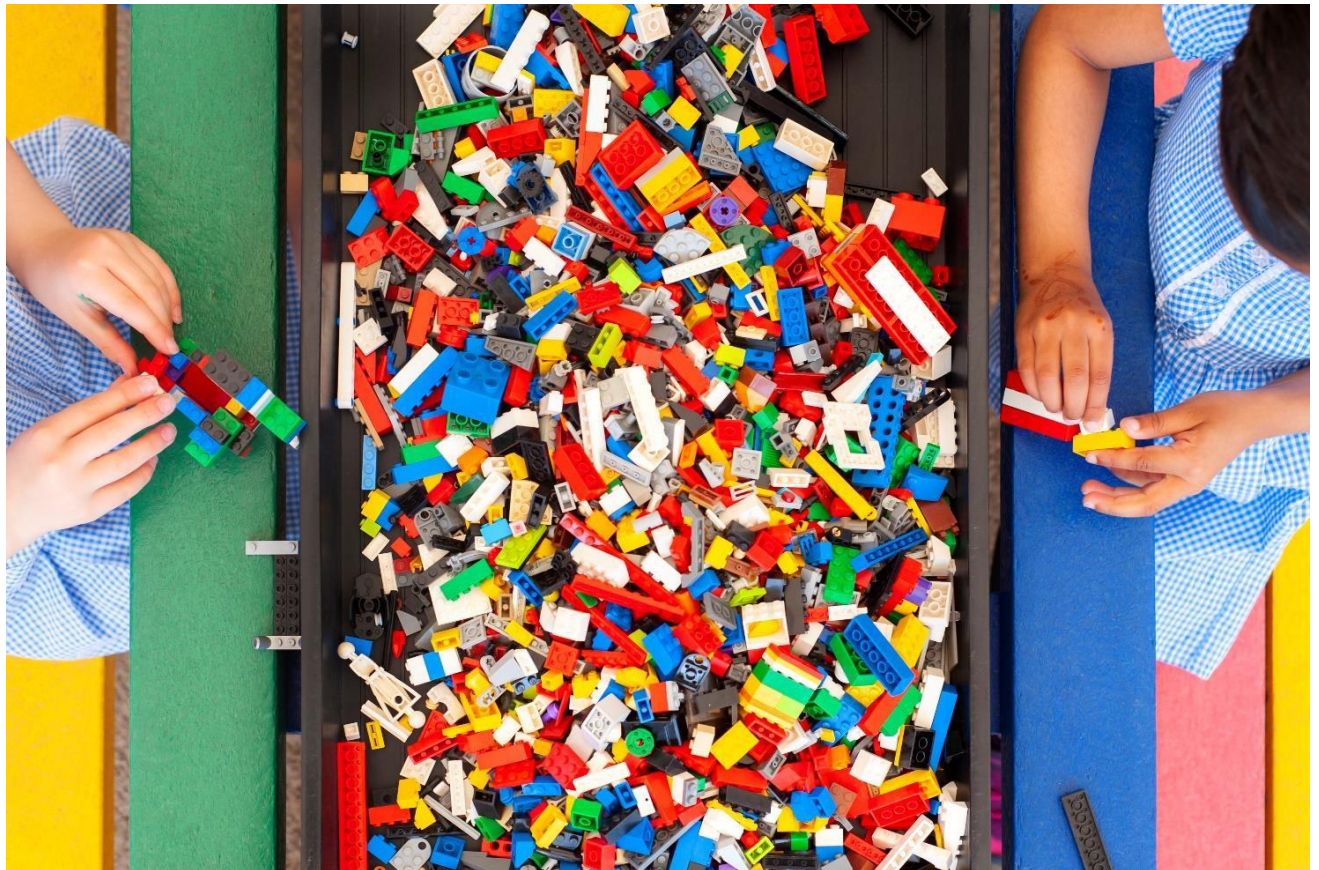




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# EXTENDED DAY PROVISION

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Written: June 2021  
Reviewed: September 2023  
Next Review: May 2024  
Updated: September 2023

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Our Extended Day provision provides wrap-around care for pupils attending The Winns Primary School. We provide Breakfast Club and Tea-Time care for all children from Reception to Year 6.

Our Extended Day provision includes:

Breakfast Club 7:30 am – 8:45am

Tea- Time Club 3:15 pm – 5:45pm

After School Club information can be found at the end of this information.

### **Our Breakfast Club**

Our Breakfast Club operates from 7:30 am. Children should arrive at the small gate on Elphinstone Rd. Children attending the club are offered breakfast and activities before the school day. At 8.45am children will collect their belongings and go to class. Younger children or those who are identified as needing support will be escorted by staff.

Children will have a choice of hot breakfast, cereals, toast and fruit to begin their day. Parents are asked to complete an application form to attend specifying any medical or dietary needs. Breakfast is served until 8.30am. Children arriving after 8.30am will be offered a piece of fruit.

If the club is full, the school operates a waiting list which is determined by application date.

### **Our Tea-Time Provision**

Our Tea-Time provision operates from the end of the school day (3:15-3:30pm) and children are collected from either the classroom or the school playground.

Any children attending after-school/ extra-curricular clubs will be escorted to our Tea-Time club for registration once the extra-curricular activity has concluded.

### **Admissions/Allocation of places**

Places will be allocated on the following basis:

- Looked After Children/Vulnerable
- Children of Staff
- Siblings of children already attending the club
- Children on waiting list in order of application

### **Snack**

Parents are asked to provide their children with small snack to eat at Tea-Time Club. This may include a sandwich and a piece of fruit. We ask that no chocolate or nut products are included in the snack. Drinks will be provided.

### **Application**

Application forms can be downloaded from the school website or requested from the school office. All applications are held on a waiting list until a place becomes available. Upon availability of a place, parents/carers will be asked to complete a contract or placed on a wait list.

## **Ad-Hoc Places**

There are occasions when we are able to accept requests from parents/carers requesting a place at the Breakfast/Teatime Clubs on a temporary basis. These places can only be offered if there are unfilled places. Due to the temporary nature of the places they can be withdrawn when a request for a permanent place is agreed. Requests for temporary places must be made at least 24 hours in advance in writing or by e-mail to: [wraparound@winns.waltham.sch.uk](mailto:wraparound@winns.waltham.sch.uk).

## **Collection of Pupils**

Key Stage 2 children are collected from the Small gate in Elphinstone Rd. Key Stage 1 children will be collected at a small gate further along Elphinstone. Teatime Club staff will assist with collection points upon a place being offered. Children can only be collected by an adult who has been authorised to collect them on their registration form or who is on the main school dismiss list.

- Parents/carers must inform the school in advance if someone who is not listed on the registration form is to collect the child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.
- Children will not be allowed to leave alone and must be collected by an adult.
- Late collection fees. Parents will be charged a late collection fee after the first five minutes a child is collected late. Please refer to 'fees' for more information.

## **Activities**

Activities include:

- Board games
- Lego or construction games
- Comics or books
- Crafts, drawing and art
- Puzzles
- Homework club
- Coached sport sessions

## **Fees and Agreements Breakfast Club & Teatime Club**

### **Fees**

|                    |   |                         |
|--------------------|---|-------------------------|
| Breakfast club     | £8.50 per day   |                         |
|                    |   |                         |
| Teatime Club       | 1-3 days  | 4-5 days                |
| 1-3 days           | £12.50 per day  | £10.50 per day          |
| Sibling discount   | £10.50 per day per child                                    | £9.00 per day per child |
|                    |   |                         |
| After school clubs | All charges are individual to the type of activity offered. |                         |

All new applicants will pay a deposit of £50 to secure your place. If you decide to withdraw your application without providing two weeks' notice the deposit will be non-refundable. Deposits are paid via card payment at the school office.

Places are limited and offered on a first-come first-served basis but the school will give priority to those who require the greatest number of sessions per week (i.e. 5 days p/week), but the school will consider applications where less days are required.

- Parents/Carers must complete a registration form before their child/children can attend. These are available from the school office/website.
- When a place becomes available, the school will notify you and agree a start date and request a deposit upon being offered the place. The deposit will be deducted from the first half term payment.
- Payment is made via Parent Pay – weekly. Please ensure payments are settled at the end of each week. (Please note payments should be made in advance and not in arrears)
- Parents/Carers who no longer wish for their child to attend are asked to give one calendar month notice.
- All Parents/Carers will be asked to sign a contract agreeing to the terms and conditions of the provision.

If fees are unpaid the school will write to the parent/carer, requesting payment. If the parents/carers are having difficulty making the payment on time we recommend that they arrange a meeting with a member of staff as soon as possible.

Where there is no explanation for repeated late payment, the parents/carers will be contacted to discuss payment options. A formal warning may be issued informing the parent/carer that continuing to make late payments will result in their child's place being withdrawn.

### **Refunds**

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry the payment forward into the next week.

### **Termination of place**

The school reserves the right to terminate any child's place if:

- Any fees remain unpaid (Please see Debt Recovery Policy for more information on school procedures)
- Parents/carers breach any section of the agreement
- The safety/enjoyment of other children is being compromised
- The school deems such action as necessary

### **Notice Period**

To allow the school to process any changes to the days your child attends, we would ask that an email is sent to [wraparound@winns.waltham.sch.uk](mailto:wraparound@winns.waltham.sch.uk) with the amendment you would like to make. The notification will be actioned on the next calendar month. Please note, that we may not be able to fulfill requests to increase your child's days until a place becomes available.

### **Communication**

The direct telephone number for Breakfast Club and Tea-time Club is 0203 971 0474. This number should only be contacted during Breakfast Club or Teatime Club hours (7am – 8:30am and 3pm – 5:45pm). Please contact the main office outside these times.

The direct email for Breakfast and Tea-time Club is [wraparound@winns.waltham.sch.uk](mailto:wraparound@winns.waltham.sch.uk).

Parents should contact the school office on 0208 527 1872 or [office@winns.waltham.sch.uk](mailto:office@winns.waltham.sch.uk) for any queries in regards to the After-School provision e.g football, athletics etc.

### **Working in Partnership**

The Extended Day provision staff aim to provide a fun and varied experience for our pupils. Parents are asked to work in partnership with our staff to create a safe environment. Please see 'Parent Code of Conduct' on school website. Pupils attending our clubs will be expected to adhere to 'The Winns Primary School Rules.'

- We are gentle
- We are kind
- We listen
- We are honest
- We work hard
- We look after property

### **Safety**

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times. In addition, regular headcounts are carried out during the session.

Each provision will ensure that a member of staff holding a Paediatric First Aid Certificate is present. Any member of staff involved in food preparation hold a Food Hygiene Certificate.

Any of the Extended Day provisions will follow the guidance/statutory requirements determined in the school's **Health & Safety and Child protection and Safeguarding Policies**.

### **Accidents and Illnesses**

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in.

The Extended Day provision follows the school's **Supporting Children with Medical Conditions in School and First Aid Policies**, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures.

### **Staffing**

The Breakfast and Teatime Club always ensure that there is adequate staffing to ensure supervision is safe and in accordance to DfE guidelines at all times.

### **Extra-Curricular/After School Clubs**

Throughout the year the school may offer a variety of extra-curricular classes/clubs. These classes/clubs take place immediately after school and are usually for 1 hour.

Details of the activity, including collection of pupils will be outlined in the sign-up form. Parents/Carers are given the opportunity to sign their child up to a club and places are allocated randomly. The cost of the club may vary and is usually charged for the duration of the activity.

Payments must be paid in advance and the school has the right to decline the place if other services and accounts are in debt.

### **Refunds & Late Collection**

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next activity.

### **Charging for Late Pupil Collection (Extended Day and After School Clubs)**

Our Extended Day Provision operates a charging policy for pupils collected late from services. If a child is collected late a charge will incur as follows.

| <b>Number of minutes Late</b> | <b>Charge</b> | <b>Notes</b>  |
|-------------------------------|---------------|---|
| First 5 Minutes               | £0            | If the child continues to be collected late the child may lose their place in the activity. |
| For every 10 minutes after    | £5            | If the child continues to be collected late the child may lose their place in the activity. |

All late collections will be recorded and monitored and receipts will be issued for any payment.

