



Friars Primary School and Nursery **Extended School Provision – Terms and Conditions**

Our Extended School Provision provides care in a caring and stimulating environment for Friars children on the premises of Friars Primary School and Nursery.

The provision is operated by Friars staff and follows the normal policies and procedures of the school.

Opening Times - Term time only
After School until 5:30pm

Staffing

Extended School Care Leaders: Miss K. Stuart, Miss A. Johnson, Mrs P. Shuttleworth, Mrs K. Stephens, Mrs T. Andrews, Mrs S. Vermeulen and Miss Boyce

The named Designated Safeguarding Leads for the provision are Mr C. McClay and Mrs Halls. Deputy Designated Safeguarding Leads are Mrs N. Turner and Mrs J. Sharkey.

The Health and Safety Officer is Mr C. McClay.

All care staff are employed by Friars Primary School in accordance with OFSTED regulations which require Disclosure and Barring Service checks to be carried out.

Contact numbers for Friars After School Club

01702 294837 during school hours or until 3:30pm

07598660747 from 3:30pm

What do we do?

The Sessions

- The provision is well planned and well equipped: providing a range of creative and physical activities which will be delivered by our care leaders. We aim to structure the sessions so that there may be short periods of whole group activities. These might include a play session, drama, an outdoor game or a visit to one of the play areas or libraries on site. At other times we will give the children the opportunity to choose from a range of activities.
- We are not a homework club and our care leaders are not tutors. However, if children do wish to do their homework, they are welcome to work in a designated area.



Registration

- All children must be registered prior to attending the club. This can be done by speaking to the school office and registering your interest in a place.
- **Terms and conditions must be adhered to and by accepting a place in the provision, you automatically accept these terms.**

Contact Details

- For the safety of all children, we need up to date contact details.
- We will use the medical and contact details the school hold for your child.
- It is the responsibility of parents/carers to advise us of any changes and to ensure that we hold emergency contact details appropriate to the time of day as well as any material information relating to their child's health or individual requirements.

Keeping Records

- All records are held on our school management information system.

Bookings & Fees

- Once you have registered your child's name, you will be able to book and pay for places up to a month in advance.
- Bookings can be made for regular places or occasional places.
- Any places must be booked and paid for **no later than midnight on the Friday before the week requested.**
- Each session will cost £8 per day.
- All fees must be paid in advance via ParentPay.
- There are no concessions if you decide to collect earlier than 5:30pm or if your child attends another after school club before attending Extended School Provision.
- **All fees are non-refundable** if you decide not to take the place on a particular day or if your child is absent as we will have arranged adequate staffing.
- Our fees will be reviewed annually.
- If for any reason, fees are unpaid or you owe any amount, the place at provision can be withdrawn until the amount owing is paid.
- Our Extended School Provision is non-profit making. Any proceeds made will be offset against staffing costs and/or be used to purchase resources for the provision.

Emergency Places

- If you need an emergency place due to unforeseen circumstances, you **must** ring the school office to see if a place is available. **This is subject to availability only.** Please note that we may need to check numbers and ring you back to confirm whether a place is available.
- Any emergency places must be paid for immediately via ParentPay



Arrival and Departure

- Our Extended School Provision is situated in the bistro at the front of the school.
- At the end of the school day, children attending the provision will be escorted to the club by staff from their respective classes.
- Final collection will be at 5:30pm from the bistro door. The children **must** be collected by 5:30pm as the school building is closed promptly after the last departures.
- If in extenuating circumstances you need to pick your child up at an earlier time, this must be by prior arrangement only, so that the provision staff can facilitate collection.
- Due to the later finishing time of provision, all children must be collected and are not allowed to walk home on their own.
- Children will not be allowed to leave the premises with anybody unknown to us **without parental consent** being received.
- When a listed parent/carer or other adult identified on our list of contacts is unable to collect their child, the school must be informed **beforehand** if an unknown representative has been asked to collect the child. We must be informed of the name of the person, their relationship to the parents/carers or child and sufficient additional information to ensure that our child protection systems are not compromised.
- We recommend that children are collected by somebody over the age of 16 years old.
- **If parents/carers are late or a number of occasions, then the child's place will be at risk of being terminated.**
- If a child is not collected at the agreed time and the parent/carer has not advised the provision staff of any delay, we will phone all of the emergency numbers you have given us on our system. If we have no contact by 5:45pm, we will make a decision which may involve contacting Social Services.

Food and drink

- No food will be provided.
- Children should bring their own healthy snack and water bottle.
- In the event of a child forgetting to bring a snack, the school will not provide a replacement

Health and Safety

- Health and safety are paramount at the provision. The provision is covered by the Health & Safety Policy of Friars Primary School and Nursery, which is reviewed annually.
- Regular risk assessments are conducted to ensure that the children and staff are kept safe.
- We may hold fire drills, whereby the staff and children are made aware of the appropriate action to be taken, should a fire occur.



- All our staff are suitably trained and receive an induction. We will encourage staff to take advantage of further training that we feel may be appropriate for their role.
- Adequate staff have received First Aid training. Our first aid box and accident book conform to Ofsted regulations, and in the case of accidents, we will follow the first aid procedures of Friars Primary School.
- The provision areas are cleaned by the Portico school cleaning contractors who have all the necessary health and safety procedures in place and are DBS checked.
- Children are not allowed to leave the premises unless accompanied by their parents/carers or a pre-arranged representative. We recommend that children are collected by somebody over the age of 16 years old.
- It will be assumed that provision staff have permission for all children to be taken outside the premises onto the school grounds.
- Upon the registration of a child at provision, the staff employed by us will act in loco parentis for the duration of the time that the child is in our care, both on and off the premises, until a parent or chosen representative collects the child. In the case of any illness, accident or emergency the provision staff will take such action that is deemed necessary.
- If the provision staff inform a parent that a child must be collected prior to the usual collection time, for whatever reason, the parent must either collect the child as soon as practicable or nominate and arrange for a chosen representative to do so.

Child Protection

- We follow the Trust's Safeguarding and Child Protection Policy and our school's own Child Protection Policy which is reviewed annually. Our named Designated Safeguarding Leads are Mr C. McClay and Mrs S. Halls. The Deputy Designated Safeguarding Leads are Ms N. Turner and Mrs J. Sharkey.
- It is our duty to know and follow the necessary procedures for reporting any suspected abuse. All staff are aware of the signs and symptoms of all types of abuse and know the procedure to carry out in these circumstances.
- If you as a parent have concerns about any child or member of staff, you can either contact Mr McClay or Mrs Halls on 01702 294837 or phone the local council and ask for Social Services on 01702 215007.

Equal Opportunities and Inclusion

- We offer a provision that promotes equality of opportunity for all of our pupils.
- If you or your child has special needs, please come and talk to us about any additional requirements you may have and we will do our utmost to ensure that these needs are met wherever possible.
- Our aim is to provide for the social, emotional and physical needs of each individual child in the group. Every child within our care is treated as an individual, and given opportunities to learn and develop. We take into account



the individual child's age, gender, ethnic origin, stage of development, home language and any special needs.

- We encourage the child to develop their own identity and culture, and help all children to learn about different cultures other than their own with a view to respecting others' beliefs.
- All children in the group irrespective of their particular needs are encouraged wherever possible and appropriate to participate in all the group's activities. We ensure that every child has equal access to toys, puzzles, books, sports etc...and that there can be no stereotypical gender bias.
- The provision for children who have special needs will be monitored, if needed, by the school SENDCo.
- We work closely with the parents of all the children in the provision to ensure that we draw upon the knowledge and expertise of the parents/carers in providing for their children. If needed, we are happy to work in liaison with relevant professionals and agencies outside the group to meet the children's specific needs.
- The school policies on Special Needs and Equal Opportunities are reviewed annually.

Good Relationships and Wellbeing

- We reserve the right to send home any child if such action is deemed to be necessary or in the best interests of that child or other children.
- Aggressive, threatening or abusive behaviour, physical or verbal, either to children or staff, is not tolerated and may result in a child's place being terminated.
- Children and adults must show respect for each other and make proper use of all property, equipment and premises whilst attending provision.

Behaviour Management

- Whilst attending provision, we follow the school's Positive Behaviour Policy.
- We take a positive approach to managing children's behaviour, but also allow the children to sort out their own disputes in a calm manner, if appropriate.
- Praise and encouragement are given for good behaviour that we may relay to the parents at the end of the day.
- If we feel a child's behaviour either during the school day or whilst at provision, is not appropriate and could affect the safety or enjoyment of those attending, then the child could be asked to leave the provision. Any decisions to remove places, either permanently or temporarily, will always be made in discussion with parents/carers. Typically, initial and final warnings will be given before a decision to withdraw a place is made. In these circumstances, any fees paid in advance will be refunded.
- If a place at provision has been withdrawn due to unacceptable behaviour, future bookings can only be made with agreement from the Principal.
- Bullying will not be tolerated and any incidents will be reported to parents and discussed with the child. Any recurrence will result in the child's place in provision being terminated.



Valuables

- Our school does not accept responsibility for any money, toys, games or valuable items etc. which children may bring.
- Children should not bring their own toys into provision as we cannot guarantee that they will not be lost or broken.
- We will make every effort to care for items that a child needs at school, e.g., musical instruments, if these are given to the provision staff on arrival.

Partnership with Parents

- It is in provision staff's best interests to know the parents, carers and children well, in order to give the best care and understand the family's needs. We recognise that the parents know their children best. We show respect for each family's beliefs, and parents' wishes for the child.
- We regularly ask you to advise the school immediately if there are any changes to collection and emergency arrangements. It is the parent's/carer's responsibility to advise us of any changes.
- At the end of every day parents have the opportunity to speak to us, or make an appointment to speak with us at a convenient time to them.

Complaints

- If you have a concern, please feel that you can discuss this with us at any time and we will try and work together to rectify it. If it is not remedied and you feel dissatisfied, please contact a member of the Senior Leadership Team, Friars Primary School and Nursery Tel: 01702 294837.

Final disclaimer: By booking a place at Extended School Provision, you accept the terms and conditions detailed in this document.

We hope the above information is useful to you and if you have any further questions, please do not hesitate to contact us.

Review

These terms and conditions were reviewed in September 2024.

To be reviewed in September 2025.