Diss and Scole Primary Academy Partnership
Extended Schools Protocol

Introduction

The Breakfast, Early Start, Late Collection and After School Clubs are run by the Diss and Scole Primary Academy Partnership and exist to provide high quality out of school hour's childcare for our parents and carers. They provide a range of activities in a safe environment. The breakfast club operates from 7.45am – 8.30am; early starts from 8.30am - 8.45am (at Scole only); the late collection (Diss only) and after school club operates from 3.15pm – 6.00 pm, all term time only. The costs for each session can be obtained from the School Offices. A copy of this protocol is available on the school website.

Admissions

• Only children attending Diss and Scole Primary Academy Partnership are eligible to attend the clubs.
• All places are subject to availability.
• All club staff are made aware of the details of a new child.
• Children's attendance is recorded in a register.

Arrival and Departure

- When a child is dropped off at breakfast club at any time after 7.45am, they will be met by breakfast club staff and a register kept.
- Breakfast is served between 7.45am-8am.
- Children attending Early Start club at Scole can arrive between 8.30am - 8.45am.
- At 8.30am children are walked by Diss Primary Academy Partnership staff from the Diss Junior site to the Infant site.
- When a child is collected at the end of or during a late collection or an after school 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/carers must ensure anyone authorised to collect the child is aware of the agreed password.
- Parents must inform club staff if their child is going to be absent from the club.
- At 3.15pm approximately, children are walked by Diss Primary Academy Partnership staff from the Diss Infant site to the Junior site to attend either the late collection or the after school club.
- Late Collection club children to be collected by 3.30pm from the Junior site.
- Children remaining on site after 3.30pm attending the after school club will be offered a snack (biscuit, rice cake, fruit). Staff members will sit with the children at this time. Children can then choose from a range of play and planned activities.
- 4.00-4.15pm - A hot snack will be served to children who have paid and pre-ordered it (must be pre-ordered - additional charge applies).
- 4.15pm Further children may join following after school clubs at the Junior site only. These children should be brought to the after school club by their club leader.
- Session times and registration
  4.30pm - Children registered to attend until up to 4.30pm must be collected no later than 4.30pm.

5.30pm - Children registered to attend until up to 5.30pm must be collected no later than 5.30pm.
6.00pm - Children registered to attend until up to 6.00pm must be collected no later than 6.00pm.
6.00 pm Club finishes.

Children are expected to:
• Follow the school rules
• Choose and participate in a variety of activities.
• Ask for help if needed.
• Enjoy their time at the club.

Positive behaviour is encouraged by:
• Following the school's behaviour expectations
• Staff acting as positive role models.
• Praising appropriate behaviour.
• Informing parents about individual achievements.

Dealing with inappropriate behaviour:
• Challenging behaviour will be addressed in a calm, firm and positive manner in accordance with the school's behaviour policy.
• In the first instance, if necessary, the child will be temporarily removed from the activity.
• Staff will explain why the behaviour displayed is deemed inappropriate.
• Staff will inform parents.
A repeat of poor behaviour, will result in the parent losing their childcare place.

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 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 becomes unwell during the Club will be contacted immediately. If a child is sent home during school hours, the club will be informed of their absence.

Uncollected children
Parents who book for the late collection club and arrive after 3.30pm will be charged an additional fee of £4.50 if they are late collecting their child up to 4.30pm. This is to ensure appropriate staff:pupil ratios are maintained in accordance with regulations and to be fair and equitable to all so the club is not abused by booking children into the late collection club rather than the after school club provision but arriving late.

In the event of the late collection of a child who is registered to be collected at 4.30pm, parents will be charged to extend the session if their child is not collected by 4.35pm to the 5.30pm collection time and thereafter the following procedure and fines will be implemented.

In the event of the late collection of a child who is registered to be collected at 5.30pm, parents will be charged to extend the session if their child is not collected by 5.35pm to the 6.00pm collection time and thereafter the following procedure and fines will be implemented.

If a child is booked to attend late collection or after school club to 4.30pm and is not collected by 4.35pm, parents will be charged an additional £4.50 to cover the cost of the club to 5.30pm.

If a child is booked to attend an after school club to 5.30pm and is not collected by 5.35pm, parents will be charged an additional £1.00 to cover the cost of the club to 6.00pm.
Thereafter the following uncollected children policy will apply:

If a child has not been collected by 6.15pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance.

Parents will be charged a late collection fee, if after 6.00pm, of £10 per child per night for every five minutes up to 6.15 pm and thereafter £5 per minute if they are late collecting their child. Our uncollected children policy will also be implemented.

Payment of Fees
Fees must be paid weekly **in advance** via the Parentmail App.
If a parent is experiencing difficulty with payment of their fees, they should contact the school office staff as soon as possible. Our staff will treat all matters confidentially and arrange for discussions in private. If payment is not received this may result in a parent losing their childcare place.