

ICKWORTH PARK PRIMARY SCHOOL



Extended Schools Policy

DATE ADOPTED / REVIEWED	Summer 2025
PRINT NAME	
SIGNED	
DATE	
DUE FOR NEXT REVIEW	Summer 2026
COMMITTEE TO APPROVE	Headteacher

Introduction

The Early Birds Breakfast Club and Night Owls after School Club are run by Ickworth Park Primary School and exist to provide high quality out-of-school hours childcare for our parents. They aim to provide a range of stimulating and creative activities in a safe environment.

The clubs operate term time only from 7.30am – 8.50am (Early Birds) Monday – Friday and 3.20pm – 6.00pm Monday – Friday (Night Owls).

Admissions

- Early Birds and Night Owls are open to pupils attending Ickworth Park Primary School.
- Emergency contact, medical and dietary details used will be those already supplied to the school.

Bookings and Payment of Fees

- All places are subject to availability with spaces limited to 20 (24 for breakfast club).
- Bookings are via Arbor, at least 48 hours in advance of the required session.
- Full payment is required at time of booking, with the full charge being payable irrespective of how long your child attends Early Birds £5 Night Owls (£5 part club/£9 part session/£13 full session)
- Fees should be paid IN ADVANCE via Arbor or childcare vouchers. 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.
- Please note that the school is unable to offer any credit terms for places at our extended schools provision and outstanding payments will be chased up weekly. Future bookings will not be permitted until outstanding balances are cleared in full or a payment plan has been agreed with the Business Manager.

Confirmation is required at time of booking that this policy has been read and the terms therein have been accepted.

Cancellations

All sessions will require 48 hours' notice for cancellation otherwise sessions will still be chargeable.

Arrival and Departure

Early Birds

- Arrival - Children enter the club via the wooden gate side entrance where they are ticked against a register by a member of staff.
- Departure - children are sent to their class at 8.50 am.

Night Owls

- Arrival – staff deliver children to night owls at the end of the school day.
- Departure - Children are collected from the wooden gate side entrance. Parents/carers must ensure that any person who may collect their child is

communicated in advance to the school office.

Daily Routine

Early Birds

- 7.30am – 8.50am children arrive at Breakfast club where a range of activities are set out. Children are registered on arrival.
- 7.30am-8.20am children wishing to have breakfast wash their hands ready to enjoy a freshly prepared breakfast
- 8.30am-8.45am children play outside
- 8.45am tidy up time encouraging the children to take responsibility for the environment.
- 8.50am children go to class

Night Owls

- 3.20pm – children go to club, are registered on arrival and offered a snack and drink. Children can choose from a range of activities, both indoors and outdoors.
- 5.00pm part session children are collected
- 5.00-6pm children are given a light tea.
- 6pm children are collected via the wooden gate side entrance

Behaviour of Extended Schools provision

The School behaviour policy applies fully to pupils at extended schools provision. If after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour, the Club reserves the right to refuse provision for the pupil to attend. The reasons and processes involved will be clearly explained to the child and their parent/carer.

First Aid – please refer to the First Aid policy which is available on the school website.

Parents of any child who becomes unwell during a session will be contacted immediately. If a child is sent home during school hours, the Extended Schools staff will be informed of their absence.

Uncollected children – After School Club

If a child has not been collected by the end of the extended school session (6pm for Night Owls) parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed. **A charge will be levied for late collection. A late collection charge of £10 per child will be applied for every 15 minutes after 6.00pm for Night Owls. Payment for this charge will be due before the end of the half term period. Exceptional circumstances for late collection may be considered at the discretion of the Headteacher. The school reserves the right to consider withdrawal of places for persistent offenders.**