Extended Schools Policy

Date Written: July 2026

Date Next Review: July 2027

Extended Schools Policy of

The Willesborough Schools

Introduction

Extended Schools provision at Willesborough Infant School and Willesborough Junior School consists of Breakfast Club, Early Birds and After School Club. All of these clubs are available for children in Reception through to Year 6, every day each week during term time. Our extended schools provision helps to support our school community by providing children with a safe and stimulating environment before and after school.

The purpose of our extended schools' provision is to provide:

- High quality childcare to support working families
- Fun, exciting and stimulating sessions which will engage and enthuse the children
- A safe environment for the children which supports positive wellbeing

Early Birds

Drop off for Early Birds starts at 8:15am. This takes place in the Junior School hall so parents must drop off at Willesborough Junior School.

Breakfast Club

Breakfast Club has a 7:30am and 7:50am option. Both will take place at the extended schools' mobiles. The children receive a comprehensive healthy breakfast, including toast, cereal, fruit and yoghurt. Dietary needs are catered for in accordance with our Food Allergies Policy. Food is prepared by our Breakfast Club staff who have all completed basic food hygiene training.

After School Club

After School Club operates from the Extended Schools' Mobiles. Children are collected from their classrooms and are taken to after school club. The children receive a light snack e.g. toast, a sandwich or fruit. Dietary needs are catered for in accordance with our Food Allergies Policy. Food is prepared by our After School Club staff who have all completed basic food hygiene training. Children must be collected from after school club by an adult.

All clubs take place Monday to Friday during term time. These clubs are closed during school holidays and INSET days.

Registration and Attendance

An extended schools' enrolment form must be completed for every child who will be attending this provision. This form is available from the school office. By completing the enrolment form, parents' consent to abiding by the terms of the club.

Once registered, children may attend on any day and do not have to adhere to a set pattern of days each week as sufficient spaces are available. Therefore, specific bookings do not need to be made in advance.

Parents are able to access the school car park for Breakfast Club and on collection from After School Club but children must be walked in to the club, and must not be left to walk in alone.

Payment

We only accept online payments for Breakfast and After School Clubs. Payment is required, in advance, for each session that your child attends, and must be paid at the start of each week or term through the Arbor App. If you are having any difficulties, then please do contact the school offices and they will be happy to help.

Payment must be made in advance of all sessions a child attends and accounts will not be allowed to fall into arrears. Children will be unable to attend Breakfast and After School Club until an account is brought back into credit.

Early Birds
8:15am - £1.50 per morning (£7.50 per week).

Breakfast club
7:30am option - £4.20 per morning (£21 per week).
7:50am option - £3.20 per morning (£16 per week).

After School Club
After School Club will run in 3 sessions and will be priced as below:

3:15pm-4:00pm - £4.50 (£22.50 per week)

3:15pm-5:00pm - £8.50 (£40 per week)

3:15pm-6:00pm - £12.00 (£60 per week)

Childcare vouchers may be used for payment. Parents should check that the school is registered with the company their employer uses, if not parents should ask them to invite us to register.

Bookings must be cancelled with a minimum of 24hrs notice of cancellation or you will be charged for the session. This needs to be cancelled via the School Office.

Should a child be unwell and unable to use their booking/s, payment will still be required; the space has already been booked for your child. However, if you are able to cancel any sessions with more than 24hrs notice, you will receive a refund on these bookings as usual.

If your child is attending a school club and you have booked your child a place at after school club, staff will take your child to the after school care provision. You will be charged the price for the booked session.

If anyone is experiencing difficulty with payment, please contact a member of the Senior Leadership Team.

Late Fees

Failure to collect by 6pm will be invoiced at £5 for every five minutes and persistent late pick up will result in your child losing their allocated place within the club.

Activities

A range of activities are provided for the children to join in with during the sessions. These are prepared and supervised by our Extended Schools' staff. Children are taken to their classrooms once the Early Birds Club and Breakfast Club have finished. During After School Club themed activities are planned in relation to national events and use is made of the school grounds.

Children with SEND

Extended Schools provision is open to all children with Special Educational Needs and Disabilities (SEND), and we are committed to providing an inclusive environment where all children feel welcomed, supported and able to participate. Wherever possible, our Extended Schools staff will work closely with parents/carers, school staff and the SENDCO to understand a child's individual needs and make reasonable adjustments to support their successful participation in the provision.

While we will endeavour to meet the needs of all children, the Extended Schools environment differs from the school day and may not always be suitable for every child. In some circumstances, additional adaptations or support arrangements may be required to ensure that a child can access the provision safely and successfully.

Where there are concerns about a child's ability to cope within the Extended Schools setting, or where significant adaptations may be necessary, a meeting with the Executive Headteacher (or delegated senior leader) may be arranged to discuss the child's needs and consider whether appropriate support can be provided. These discussions will always take place in partnership with parents/carers and with the child's best interests at the centre of any decisions made.

Behaviour

We expect our children to follow our school rules and values whilst attending extended schools and this includes being respectful to one another and our staff to ensure that both clubs are a happy and safe place to attend. If there are a number of behaviour incidents regarding a child, the school has the right to review this child's place at Breakfast and After School Club. We will work in partnership with parents to consider whether this provision is right for your child and whether or not they should continue to attend. This decision is of the discretion of the Executive Headteacher and the Governing Body.

Staffing for Extended Schools

Both clubs are run by staff employed directly by the Willesborough Schools. A Manager is in place to oversee the Extended Schools provision. Suitable training is provided for staff, as required, in order for them to fulfil their roles.

Extended Schools' Policies and Procedures

All school policies and procedures relate to provision at Early Birds, Breakfast Club and After School Club including safeguarding, behaviour and discipline, medical needs, first aid, complaints, health and safety and SEND. Policies are available from the school office on request or can be found on the school website.

Holiday Club

During the school holidays and staff development days, we run a holiday club.

This takes place during the Easter holidays and during the first four weeks of the summer holiday.

***Please note that our holiday club does not operate on bank holidays.**

Cost and Timings:

8:30am-1:00pm - £12.00

8:30am-4:00pm - £18.00

Bookings can be made via the Arbor App.

A morning and afternoon snack, and a packed lunch needs to be provided by parents/carers.

Activities

There are a range of exciting activities on offer during holiday club. They link to the theme of the holiday. For example; during the Easter holidays they enjoy an Easter hunt. Flyers are sent out to parents to ensure that they know which activities have been planned for each day.

Review

The Governing Body reviews this policy annually. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved. The policy is shared with parents on the school website.

Equality Statement

At the Willesborough Schools, we are committed to ensuring equality of opportunity for all members of our school community irrespective of race, religion or belief, gender, gender reassignment, disability, sexual orientation, age, pregnancy or maternity, marriage and civil partnership or socio-economic background. We are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life.

We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At the Willesborough Schools, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach and visit us.

All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.