Tannery Drift
First School

Enjoyment – Achievement – Respect

Extended Schools Policy

Last Review Date:
November 2025

Next Review Date:
November 2028

Artsmark Gold Award
Awarded by Arts Council England

www.tannerydrift.herts.sch.uk

Extended Schools Policy

1. Introduction

The safety of pupils is our priority whilst they are in our care at school. Tannery Drift First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We aim to promote equality of opportunity and a positive attitude to all pupils and staff.

The Government states that all schools will need to provide an extended day for all pupils, either on site or through linking with a local service provider.

2. Aims

The Extended Schools provision, Breakfast Club, Stay and Play, After School Club (usually referred to as Wraparound Care), Nursery Lunch Club, and Holiday Club are run by Tannery Drift First School. They exist to provide high quality out-of-school hours childcare for our families during term time. We provide healthy, varied food choices and a range of activities.

Spaces are limited for each session and based upon generous adult:child ratios.

The provision aims to:

- Support working parents by providing out of school hours childcare:
    - Breakfast Club from 7.40am until the start of the school day
    - Stay and Play from 8.30am until the start of the school day
    - Nursery Lunch Club from 11.30am – 12.30pm
    - After School Club from the end of the school day until 6.00pm.
- Provide planned play activities, as well as activities to independently choose from.
- Offer the children breakfast each morning and a meal at the end of the school day in a safe and friendly environment.
- Provide high-quality care and activities, for periods defined by the school, during some school holidays.

Current costs for each session can be obtained from the school office, or viewed on the school website, and are reviewed annually by the school's governing body.

A copy of this policy is available on the school website.

All parents must complete a registration form for each child attending the provision and sign an agreement to adhere to this policy and the terms and conditions of the provision.

3. Admissions

- Only children attending Tannery Drift First School are eligible to attend the Nursery Lunch Club and Wraparound Care provision.

- The school may, at their discretion, open places for the Holiday Club to the Year 5 and Year 6 siblings of children who are currently pupils at Tannery Drift.
- Places will be allocated on a first come, first served basis.
- The school will hold a waiting list of applicants who have been unsuccessful in securing a place.
- When a place becomes available it will be offered in accordance with the child's position on the waiting list.
- The registration process must be completed prior to the child's commencement at the club.
- A registration fee is payable at the time of registration.
- We will consider applications for adhoc places subject to availability and completion of a registration form.
- Children's attendance is recorded in a register.

4. Bookings and Payment of Fees

All places are subject to availability.

4.1 Wraparound Care

Bookings are made by the school office on a half termly basis. Payment is due in full prior to booked sessions being taken. Payment is due for all contracted sessions even if your child is unable to attend their booked session.

Emergency bookings on the day may be accepted directly via the school office, subject to availability.

4.2 Lunch Club

Hours are allocated when Nursery places are offered. Fees are invoiced monthly, in advance. Payment is due within 7 days of the date of the invoice. If a parent wishes to increase their hours the must make the request at least a full half term in advance, for hours to change at the start of the next term.

4.3 Holiday Club

A booking request form will be made available to parents ahead of a school holiday period when the club is to run; there will be a closing date published at the time the form is released. After requests are received, the school office will confirm places and issue invoice for payment.

Payment must be made in advance, and by the date on the invoice, non-payment will result in the withdrawal of the place. Payment is due for all requested sessions even if your child is unable to attend their booked session.

The school is not obliged to accommodate requests to make changes to bookings, or booking requests made after the original deadline has passed.

4.4 Payment

Fees should be paid via Arbor or with childcare voucher or tax-free childcare payment. Failure to pay fees may result in the withdrawal of a place or hours.

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.

All charges will be reviewed on an annual basis.

5. Cancellations

5.1 Wraparound Care

At least 4 weeks written notice must be given to reduce the number of sessions your child attends, during the notice period parents must pay for all sessions that their child would usually be expected to attend.

At least 4 weeks written notice must be given to resign your child's place, during the notice period parents must pay for all sessions that their child would usually be expected to attend.

5.2 Lunch Club

Nursery hours allocations, including Lunch Club, are agreed prior to children starting at the school, and are for the full academic year.

5.3 Holiday Club

Requested sessions may be cancelled up until the publicised booking deadline for the holiday period in question. Once this date has passed all requested sessions must be paid for, cancellations and changes will not be made.

6. Breakfast Club

Children can arrive from 7.40am. Parking will be available in the drop-off zone until 8.30am. Breakfast is served until 8:15am, a selection of cereals, fruit and toast is available each day. Children are taken to their classes by Breakfast Club staff at the start of the school day.

7. Stay and Play

This is available for children in Years R – 4 only.

Those attending Stay and Play will have had breakfast at home before coming to the club. Children are taken to their classes by Breakfast Club staff at the start of the school day.

8. Nursery Lunch Club

Any children whose Nursery day starts with Lunch Club at 11.30am, should be dropped off at the dining room door, where Nursery staff will greet them. Children eat together in the dining room; they may bring a home packed lunch or have a school meal (charges apply for school

meals).

The children have the opportunity to play inside or outside when they have finished eating.

Children whose Nursery day ends after Lunch Club, at 12.30pm, should be collected from the Nursery classroom. When arriving, parents should wait by the gate to the Early Years garden, a member of staff will let parents through when the children are ready to go home.

9. After School Club

At the end of the school day children are taken by staff to the After School Club. They have a snack shortly after arriving at the club and tea is served between 4pm and 5pm. Children can read, play games, complete craft activities, and play with toys. In most weathers the children may also play outside on the field or playground.

Parents should use the doorbell to make staff aware that they have arrived to collect their children.

If someone other than a parent will be collecting, either as a one off, or more regularly, parents should ensure that After School Club staff are made aware of this arrangement.

Parents may park in the drop off zone when collecting but are asked not to park in the staff car park.

10. Holiday Club

Children are dropped off, and collected, at the entrance door to the Wraparound Care building, on the field by the tennis courts. Parking will be available in the drop-off zone until 15 minutes after the latest session start time in the morning, and from 4pm for afternoon pick up.
If someone other than a parent will be collecting, either as a one off, or more regularly, parents should ensure that staff are made aware of this arrangement.

Children bring their own lunch, snack, and water bottle.

11. Behaviour

As the provision is run by Tannery Drift First School the school's Behaviour Policy applies to all extended provision. The policy can be found on the school website.

If, after consultation with parents and the implementation of behaviour management strategies, a child continues to display inappropriate behaviour the child may be excluded from the provision. The reasons and processes involved will be clearly explained to the child and their parent / carer.

12. First Aid

- All accidents will be recorded in the school accident book and a yellow accident slip sent home with the child.

- A telephone call will be made to parents / carers if a child bumps their head, in line with the

school's procedure.

- Trained First Aiders are available at all times.
- Parents of any child who become unwell during their session will be contacted immediately.
- If a child requires prescription medicine to be administered, this will be done in accordance with the school's Supporting Pupils with Medical Conditions Policy.

13. Late Collection from After School Club

A charge will be levied for late collection. Payment for this charge will be due within 5 working days. Exceptional circumstances for late collection may be considered at the discretion of the Headteacher.

The school reserves the right to consider withdrawal of places where parents persistently make late collection. Late collection on 3 occasions in a 6-month period can result in the termination of the family's place; reinstatement of the place will be at the discretion of the Headteacher only, and there should be no expectation that the place will be reinstated.

14. Safeguarding

All Extended Schools activities at Tannery Drift First School follow the school's Child Protection Policy. All staff are aware of the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads.

All staff working within the Wraparound Care, Lunch Club and Holiday Club have had a DBS check.

15. Related Whole School Policies

- Child Protection Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions

Appendix 1

Breakfast Club - Registration Form

Breakfast Club begins at 7.40 am and includes breakfast. Breakfast is served until 8.15 am.
Sessions are booked half termly with payment to be made in advance. Missed sessions are not held as credits.

Child's Name: ..... Date of Birth: .....

Address: .....

.....

Telephone Numbers: Please list 3 contact numbers in priority order

Name ..... Number .....

Name ..... Number .....

Name ..... Number .....

Medical Conditions / Allergies

This form must be completed before club membership can be accepted.

I would like Breakfast Club sessions on the following days of the week:

Monday	Tuesday	Wednesday	Thursday	Friday

Signed: Date:

FOR SCHOOL USE ONLY		
Date received:	Received by:	Registration fee* paid:

* £10 registration fee per family for wraparound care at Tannery Drift First School

Appendix 2

Tannery Drift First School

Stay and Play - Registration Form

Stay and Play begins at 8.30 am. Sessions are booked half termly with payment to be made in advance, missed sessions are not held as credits.

Child's Name: ..... Date of Birth: .....

Address: .....

.....

Telephone Numbers: Please list 3 contact numbers in priority order

Name ..... Number .....

Name ..... Number .....

Name ..... Number .....

Medical Conditions / Allergies

This form must be completed before club membership can be accepted.

I would like Stay and Play sessions on the following days of the week:

Monday	Tuesday	Wednesday	Thursday	Friday

Signed: Date:

FOR SCHOOL USE ONLY		
Date received:	Received by:	Registration fee* paid:

*£10 registration fee per family for wraparound care at Tannery Drift First School

Appendix 3

Tannery Drift Early Years
After School Club
Enjoyment – Achievement – Respect

Early Years After School Club - Registration Form

Please complete a separate registration form for each child requiring a place at the Early Years After School Club.

Sessions are booked half termly with payment to be made in advance. Missed sessions are not held as credits. Please indicate below what time you would like the club until each day (4pm, 5pm or 6pm).

Child's Name: ..... Date of Birth: .....

Address: .....

.....

Emergency Telephone Numbers: Please list 3 contact numbers in priority order

Name ..... Number .....

Name ..... Number .....

Name ..... Number .....

Medical Conditions / Allergies

This form must be completed before club membership can be accepted.

Please include the time you would like Early Years After School Club sessions on the following days:

Monday	Tuesday	Wednesday	Thursday	Friday

*Until 4pm, 5pm or 6pm (details on our website)

Signed: Date:

FOR SCHOOL USE ONLY		
Date received:	Received by:	Registration fee* paid:

*£10 registration fee per family for wrap around care at Tannery Drift First School

Appendix 4

Tannery Drift Early Years
After School Club
Enjoyment – Achievement – Respect

After School Club - Registration Form

Please complete a separate registration form for each child requiring a place at the After School Club.

Sessions are booked half termly with payment to be made in advance. Missed sessions are not held as credits. Please indicate below what time you would like the club until each day (4pm, 5pm or 6pm).

Child's Name: ..... Date of Birth: .....

Address: .....

.....

Emergency Telephone Numbers: Please list 3 contact numbers in priority order

Name ..... Number .....

Name ..... Number .....

Name ..... Number .....

Medical Conditions / Allergies

This form must be completed before club membership can be accepted.

Please include the time you would like Early Years After School Club sessions on the following days:

Monday	Tuesday	Wednesday	Thursday	Friday

*Until 4pm, 5pm or 6pm (details on our website)

Signed: Date:

FOR SCHOOL USE ONLY		
Date received:	Received by:	Registration fee* paid:

*£10 registration fee per family for wrap around care at Tannery Drift First School

Tannery Drift
First School

Tannery Drift - Royston - Hertfordshire - SG8 5DE

01763 246549 admin@tannerydrift.herts.sch.uk
www.tannerydrift.herts.sch.uk