



EXTENDED SCHOOL AND LATE COLLECTION POLICY

Date: May 2026

Review: May 2027

EXTENDED SCHOOL POLICY and TERMS & CONDITIONS

Our aims for providing Extended School Provision

- To provide a welcoming, safe, secure environment for pupils before and after the school day.
- To provide an affordable before and after school childcare facility for parents/carers.
- To continue to build positive links/relationships with parents.
- To provide children with a nutritious breakfast and snack at the start and end of the day in a pleasant and relaxed environment.
- To provide a calm play environment in which children can engage socially with children from other year groups.

Safeguarding

- In accordance with Safeguarding arrangements, all staff involved in the running of the Breakfast Club, After School Clubs & After School Provision, either in a paid or voluntary capacity have current DBS clearance.
- Breakfast Club, After School Clubs & After School Provision staff follow existing school policies and procedures for child protection and the code of conduct.
- Where ICT equipment is used, they follow the schools E-Safety policy and procedures.

Fire Procedure

- In the event of a fire, children and staff follow the normal school procedures, leaving the building in a calm orderly fashion via the closest exit.
- They congregate at the Bike shed.
- The club register, contact folder and school mobile is taken outside and all names checked.

School Staff

- Staffing may change from time to time, but all staff are employed by the school and all necessary employment and safeguarding checks have been carried out.

BREAKFAST CLUB	AFTER SCHOOL CLUB	AFTER SCHOOL PROVISION
Miss M Lewis (Food Hygiene / First Aid)	Mrs Kaye Price (Food Hygiene / First Aid)	Mrs Julie Hamer-Murdoch (First Aid / Food Hygiene)
Mrs J Murdoch (Food Hygiene / First Aid)	Mrs Pauline Hall (First/Aid)	Mrs E Shaw (First Aid / Food Hygiene)
Mrs K Price (Food Hygiene / First Aid)	Ms Suzanne Harvey (First/Aid)	Miss Jade Hendon (First Aid / Food Hygiene)
Ms Karen Millington (First Aid)	Miss M Lewis (Food Hygiene / First Aid)	
Gemma Pearce (Food Hygiene / First Aid)	Ashley Willkes	

TERMS & CONDITIONS

The below terms and conditions relate to Woodlands Primary School Breakfast Club, After School Clubs and After School Provision. Parent/carers who complete a registration form must sign agreeing to these terms and conditions. By signing the registration form, you agree that you have read and understood all terms and conditions. Any queries should be addressed before signing the form.

For All Provision: -

- Provision is provided for Nursery to Year 6 Pupils
- Parent/Carers **must complete Extended Schools Policy and Terms & conditions**, and these must be completed in full before your child can use Breakfast Club and After School Clubs and After School Provision.
- Parent/carers must ensure that registration forms are accurate, and the school must be kept up to date with any changes. This ensures that we have up to date contact details, emergency numbers and medical information.
- Payment needs to be ***made in advance through bookings on PARENTPAY ONLY***. We recommend long term bookings are made, weekly, monthly etc. Bookings need to be done by 1.30pm the day before of the booking requirement. Cancellation of your bookings can also be made on ParentPay, if required.
- Clubs and After School Provision will operate Monday to Friday during term-time only and will not run on days that the school is closed to pupils. Parent/carers will not be charged for days that the clubs are closed.
- Refunds – You are required to book your places in advance so that staffing levels can be organised and food, where necessary. The school must work to number ratios of children to staff. We will be unable to offer a refund if a child does not attend. However, if the school cancels the provision, a refund will be offered or the chance to carry payment forward into the next week.
- There are a limited number of places available for this service and places will be allocated on a **‘first come, first served basis.’**
- If bookings are made after the cut-off point of 1.30pm on the day we cannot guarantee a place in the club. Any booking after 1.30pm must be called in to the school. If we cannot offer you a place due to limited numbers, you must collect your child at the normal time of 3.10pm
- **Outstanding payments:** We reserve the right to refuse entry to any child if payment is not made in advance (including any late collection charges). The provision may be withdrawn and allocated to another child.
- We aim to provide a safe, stimulating, and happy environment for all children. We reserve the right to exclude any child whose behaviour is disruptive. The school's Behaviour Policy will continue to apply during Breakfast Club, After School Clubs and After School Provision where a level of behaviour is expected.
- Children must not consume their own food during the clubs due to allergies.
- Parent/carers agree to let their child watch PG films selected by the club leaders.
- Children are not allowed to photograph or film during any extended school provision.
- Parent/carers must contact the school if they want to withdraw their consent for their child to attend any extended school provision.
- When a child leaves Woodlands Primary School any outstanding debt for Breakfast Club, After School Clubs and After School Provision must be paid.

BREAKFAST CLUB

1. Operational Times & costs

Early Paid Breakfast Club	Breakfast Club
7.45am-8.20am	8.20am-8.50am
£1.30	FREE

2. We close the hall at 8.40am for last service, to give children time to eat, relax and go to class at 8.50am
3. We also operate a pop-up breakfast for pupil's to 'grab and go' between 8.40am-8.50am at the rear playground, which they can take into their classroom.
4. Parent/carers must use the ParentPay booking system to book their child in for our earlier paid Breakfast Club in advance. Payment must be made to secure the child's place.
5. Payment must be made by 1.30pm the day before.
6. If bookings are made after the cut-off point of 1.30pm you need to call the office.
7. To access the Breakfast Club, children should be brought to the **MAIN HALL** of the school, located at the right side of the main path, by the disabled car parking spaces. Children should be accompanied into the club by a responsible adult to be signed in by a member of the Breakfast Club staff on the daily register.

AFTER SCHOOL CLUBS

1. The cost of various club's ranges from £2.00 - £3.00 per session.
2. A minimum of 8 pupils is necessary for a club to go ahead.
3. Once bookings have been made parent/carers will not be able to change clubs and refunds will not be offered. Refunds will be issued if the school cancels a club session.
4. After School Clubs start at the end of the school day at 3.10pm and finish at 4.15pm. Parent/ carers should pick their children up from the main school reception area where teachers/club leaders in charge will hand over children to a responsible adult.
5. Parent/carers must wait outside, whilst waiting for their children.
6. Children who are not collected on time will be placed in After School Provision with a charge of £6.00 per child.
7. Parent/carers agree to make appropriate arrangements for their child to be collected.
8. Parent/carers must appoint a responsible adult to collect their child if they are not able to collect themselves and these responsible adults must be named on the registration form. It is the parents and carers responsibility to ensure those authorised to collect the children understand the importance of collecting a child on time and know where to collect them from. Any changes should be called through to the school office – 01952 386070 – before 3.15 pm if we do not have them registered against your child.
9. **Please note:** Children will only be dismissed to the responsible adult named on the registration form. Any confusion which leads to the child remaining under the school's supervision will result in the child being placed in After School Provision as stated in item 6.
10. Payment for all clubs must be made beforehand, half termly **in advance**, through ParentPay.

AFTER SCHOOL PROVISION

1. After School Provision operates from 3.10pm to 5.30pm and this will include a snack and a drink for every child.
2. Operational Times & Costs:-

MINI WASP	WASP HALF SESSION	WASP FULL SESSION
3.10pm-3.30pm	3.10pm-4.30pm	3.10pm-5.30pm
£2.50	£5.50	£8.50

3. If bookings are made after the cut-off point of 1.30pm, you must ring your booking into school, so availability can be checked. If we cannot offer you a place due to limited numbers, you must collect your child at the normal time of 3.10pm
4. Children who are **not collected on time** will be **charged an additional fee per child**, for every 15 minutes past 5.30pm.

e.g., Between 5.31pm to 5.45pm additional £5.50 charge & between 5.46pm to 6.00pm additional £8.50 charge.

It is important that the parent/carer contact the school if they are going to be late and make every attempt to make arrangements that their child is picked up on time. Parent/carers must be contactable during the provision.

5. Children are collected/brought from class to the Café Area where the provision is held.
6. Staffing levels may need to fluctuate to meet the staff/pupil ratio therefore bookings will need to be made a week in advance so that staffing levels can be planned and appropriate.
7. Collection is from the Main Hall, but activities can take place in different areas from time to time. On arrival, please call the ASP Mobile number and a member of staff will bring your child to the main hall door.

Contact number for After School Provision is 07558151138. Remember to save this number. Please be aware that this number is only available between 3.10pm and 5.30pm. The school is closed at 6.00pm.

Late Collections

To enable staff to carry out essential work after school by ensuring timely collection of children. This work includes marking, lesson preparation, meetings, and training.

There is a late collection charge for children who are not collected from school on time. Parents who wish to use the After School club because of work commitments need to contact the school Office on 01952 386070 or by email A3363@taw.org.uk

Please note that if you are late collecting your child on 3 occasions within the same half term, you will be contacted by the Inclusion Manager and may be required to attend a meeting in school.

Please note the Safeguarding Officer is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment club or the after-school club.

Exceptional Circumstances

Please note that at the headteacher's discretion, this policy may be waived for exceptional circumstances.

How the policy is applied

School Day finishes at 3.10pm for Reception and Year 1 to 6. Nursery finishes at 3.20pm

With uncollected children teachers request a phone call to Parent/Carers. They are advised if collected after 3.30pm they will be put in After School Provision.

Children who are not collected by 3.30pm will be escorted to WASP (Woodlands After School Provision), where a member of staff will register them. Parents will then be charged for the session £8.50 or £5.50 for a half session.

After School Provision (WASP)

WASP finishes at 5.30pm. Charges for late collection applies to every 15 minutes late e.g., collection at 5.45pm will incur a charge of £8.50 and 6.00pm will incur a charge of £17.00.

Please note the Designated Safeguarding Lead is notified of all repeated occurrences of late collection regardless of whether it takes place at school, an enrichment club or the after-school club.

Payments

Payments will be paid through ParentPay and late charges will be applied by the school Office on to ParentPay.

After School Clubs

After School clubs generally run until 4.15pm. Parents will be advised in advance of the finish/collection time. For any uncollected children, a member of staff requests a phone call to Parent/Carers. If they are running late, they are escorted to the WASP (After School provision) and charged for the session in addition to the club, if late.

It is school policy that for any children not collected by 6.00pm, this is the point where we would contact Social Care/the police (if no contact has been established with a parent/carer/relative).