



Mission Statement

We are together in our Christian family – a learning community where everyone is respected, valued, nurtured and challenged within a high-quality, creative and safe environment.

We provide guidance and time so each individual may grow academically, spiritually, physically, emotionally and socially. We celebrate the place of primary education as a fundamental part of the learning journey.

We ensure an exciting, challenging and rigorous curriculum is taught and learned. Educating is our highest priority so individual potential may be realised.

We work together, within God's love, children, staff, parents, carers, governors, Church and community.

We are God's children doing God's work.

Our provision

The staff of both the breakfast and after school club are employed by the Governing Body of Whittle-le-Woods CE Primary School and both clubs are part of the Extended Services offered by the school. The extended services operate within all the policies adopted by the governing body of the school e.g. SEND policy, Relationships and Behavior Policy and Anti-bullying Policy. Some of the school's policies can be found on the school website and additional policies can be obtained by request for a nominal printing fee or via email.

Our commitment to you

Our school and extended services provision will be seamless. Staff within the provision also work within the school during normal school hours and have the schools mission statement at the heart of all that they do.

- Children will be offered a snack each session if arrival and departure times allow with due regard for children's allergies and or diet variations due to vegetarianism or religious belief.
- Through careful planning of activities, children will enjoy a high-quality, creative and safe environment which enables them to grow academically, spiritually, physically, emotionally socially and promotes healthy life-styles.
- All staff will receive regular safeguarding and first aid training to ensure children are safe at all times.
- All staff will live out the school motto *Love Learn Care Share*

Morning sessions **7:45 - 8:40/45**

Afternoon sessions **3:15/20 – 6:00**

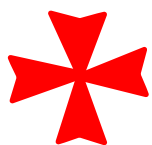
Children need to be signed in for breakfast sessions and out for each afternoon session.

Frequently picking your child up late will result in the loss of places within the extended provision.

Staffing

Staffing for our provision is based on a ratio of one adult to fifteen pupils as a minimum. Day to day the number of adults are frequently far in excess of this providing a ratio as low as one adult to nine pupils.

Extended Services Manager: **Mrs M Ball**



The Extended Services Manager can be contacted via the school office **01257 262732**.

Any questions or concerns should be directed in the first instance to the Extended Services Manager. The schools complaints procedure applies to the extended services provision.

Admission Criteria

If you require a place within our Extended Services, please contact our Extended Services Manager or ring the school office. You will be asked to fill in a request form identifying sessions required. This can be found as an appendix to this policy. Please note that for children new to our Extended Services provision from September 2017, parents must book a minimum of 2 sessions across a minimum of two days.

Places will be offered in the following order:

1. Children of staff working within the provision (this ensures we can maintain staffing levels)
 2. Siblings of pupils already using our extended services provision and who request and take up the greatest number of places. Requests will be ranked according to the total number of sessions requested that are available.
 3. Other children who require every morning and every afternoon session.
 4. Other children who require every morning or every afternoon session.
 5. Date of request and requiring the greatest number of sessions available.
 6. In the Summer Term a number of places will be reserved for the following year's new entrants to Reception Class. These will be offered to the new entrants using the priorities 1-5 above. This is considered fair as parents have had two terms to book places during the year.
- A place will only be reserved and held for a new club member upon receipt of one months fees in advance.
 - We ask that you only request sessions that you will definitely need. There will be no refund for sessions held/reserved that are not required.

Charges

The Extended Services offered by the Governors of Whittle-le-Woods CE Primary School are in addition to services offered within the standard school day and therefore there is a charge for them. One paid month notice of cancellation of sessions/places must be given.

Places are charged at a flat sessional rate- from April 2023.

All places in the **breakfast** provision are charged at

£5

per child

All places in the **After School** provision are charged at

£9

per child

- Fees are charged for each session reserved for pupils. Should a child be absent due to illness, alternative clubs, trips or residential holiday charges will still be made. This is



necessary as staffing levels must be maintained during short term changes due to such absences and places cannot be allocated to other pupils.

- In the event of unexpected school or extended school closures, no fees will be charged.
- Fees are payable a month in advance. An invoice will be issued and final date for payment will be made clear.

Late Payment Fees

Should the invoice not be settled by the specified final date then a late payment fee will be levied. Late payment fees are cumulative and are charged at a rate of **£5 per invoice for each and every week past the final payment date.**

The Governors have introduced a late payment fee due to a significant number of invoices which are paid late each month. As the finances for the provision are tied to the school financial budget, it is necessary to ensure payments are made on time so that money is not drawn from the day to day running of the school and academic provision for our pupils.

- **Three successive late payment fees within a single month will result in losing places within the extended provision.**
- **Continuous late payments will result in loss of places within the extended provision.**

Policy Review:

Next review:

April 2024

Application Form



Policy Statement for Extended Services **2023**

There is a high demand for places within our Breakfast and After School Club, so to enable us to update our records, could you please confirm if you want to remain on or be added to our waiting list.

I am currently on your waiting list and would like to remain so YES/NO

Name of child _____

Sessions Required

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
After School					

I am not currently on your waiting list but would like to be added to it Yes/NO

Name of child _____

Sessions Required

Sessions	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast					
After School					

If you are willing to take some of the sessions you require as they become available, please tick the box below

Yes	
No	

Parents signature _____

Contact Number _____

Date of submission _____