Ladygrove Primary School and Nursery

Extended Day Policy

November 2026

To be reviewed November 2028

Ladygrove Primary School

Our Mission Statement

Ladygrove Primary School provides extended day care through Breakfast Club, the Ladygrove Hub and after-school activity clubs. We support families before and after school during term time, working in partnership with parents and carers to provide high-quality care in a stimulating and purposeful environment.

We provide a caring, happy and safe environment where children can play, learn and develop through a range of activities and social interaction. We encourage children to develop a positive attitude and respect for themselves and others.

Breakfast Club / The Hub

Rationale

Extended provision is organised by Ladygrove Primary School and is run by members of our staff.

We provide extended school activities that are designed to allow children to be in school from 7.30 a.m. until 6.00 p.m.

We provide an enjoyable and varied programme, including arts and crafts, games, puzzles, LEGO, outdoor play and quiet areas for homework.

Children will be offered a healthy breakfast or a healthy snack.

Children are encouraged to develop independence by choosing food, drinks and activities. Informal play and interaction with other children help them to build social and communication skills.

Objectives

• To provide a welcoming, safe, secure environment for pupils before the beginning of the school day or after the school day has ended.
• To enable pupils to eat healthily in a pleasant, relaxed environment.
• To employ caring supervisory staff.
• To provide a calm play environment for those pupils.
• To supervise and support children with their homework.
• To provide an environment where children can discuss their day.
• To provide an affordable, consistent and reliable service for working parents.

Organisation of Breakfast Club

From September 2026, Breakfast Club includes a free session for pupils in Reception to Year 6 from 8.15 a.m. to 8.45 a.m. each day during term time, as part of the government's free Breakfast Club programme. A paid session is available from 7.30 a.m. to 8.15 a.m. Children attending the paid session remain for the free session afterwards. All children must be booked into Breakfast Club before attending.

Pupils attending the paid school Breakfast Club session enter through the main hall doors. Pupils attending only the free session enter through the main school gates, which are open from 8.10

a.m. to 8.25 a.m. The gates close at 8.25 a.m. and reopen at 8.30 a.m. for the start of the school day.

Nursery pupils may attend the paid Breakfast Club from 7.30 a.m. to 8.30 a.m., entering through the Nursery door. The free Breakfast Club session is for Reception to Year 6 pupils only.

You and your child are welcome to view the club. Appointments can be made by contacting the school office.

Organisation of the Hub

The Hub is held in the new hall and runs from 3.15 p.m. to 6.00 p.m. Children are collected from their classes and escorted to the Hub. If a child attends a school activity club until 4.15 p.m., the activity organiser will escort them to the Hub afterwards.

Children are registered as they enter the hall. Newcomers are added to the register.

Children may only be collected from the Hub by adults over 18 years old who are known to staff. If another adult needs to collect a child, parents or carers must provide written authorisation and introduce that person to staff before collection. Parents and carers must provide a collection password, which is stored on the school's management information system (MIS). The collecting adult may be asked to provide the password and/or identification and must sign the child out.

Parents and carers who are running late to collect their child from the Hub must inform the school office as soon as possible. The club reserves the right to charge for late collection to cover additional staff time. A fee of £5 will be charged for the first 15 minutes and a further £5 for each subsequent 15-minute period.

Children who have not been collected from school at 3.15 p.m. will be taken to the Hub. If they are collected after 3.30 p.m., a late-collection charge of £5 will apply.

You and your child are welcome to view the club. Appointments can be made by contacting the school office.

Online Booking System

Places must be booked through SCO Pay by midnight before the required session. Payment for paid sessions is required at the time of booking.

The free Breakfast Club session must also be booked, but no payment is required. For Reception to Year 6 pupils attending from 7.30 a.m., parents and carers need only book the paid session; their child will then remain for the free session.

Parents and carers who have not previously used SCO Pay to book Breakfast Club should contact the school office at A2168@taw.org.uk for assistance.

Late bookings may only be arranged through the school office by telephone or email and are subject to available places and staffing ratios.

Full fees remain payable for pre-booked sessions if a child is absent, including through illness. Parents and carers must inform both the Hub manager and the school if their child will be absent.

Children's Details

The school's MIS holds each child's details and medical information, parent and carer contact details, and the name, address and telephone number of an additional emergency contact. Parents and carers are responsible for informing the school office promptly of any changes to these details.

Emergency Procedures

In case of an emergency where children have to be evacuated from the building, the register will be taken and the children checked against the register to ensure they are all present. Evacuation procedures are in line with those practised during the school day.

During a fire drill, children will leave the hall and assemble at muster point L on the school playground. Staff will take the registers and check that all children are accounted for.

First Aid / Illness / Medication

If First Aid is administered, the treatment given is recorded in the school First Aid record book. A note and/or telephone call will be made to inform parents of the treatment their child has received. Parents and carers will be contacted about all head injuries.

Inhalers are kept in the child's classroom, if they are needed a member of the club/school staff will fetch them. In emergency, staff may use the emergency salbutamol inhaler which is stored in the school office.

An up-to-date list of children's medical conditions and allergies is kept in the red folder in the new hall kitchen area. All staff are aware of its location.

If a child becomes unwell during a club session, a member of staff will contact their parent or carer. Parents and carers will be asked to collect their child if necessary.

Clubs will only administer prescribed medication. When completing the school's medication form, parents and carers must inform the school office that their child will be attending an extended day club.

Staffing and Supervision

Children are adequately supervised at all times. Appropriate staff-to-child ratios are maintained, and Early Years Foundation Stage (EYFS) guidance and best practice are followed. All staff have undergone Disclosure and Barring Service (DBS) checks. At least one member of staff on duty holds a current first aid certificate, and staff have completed food hygiene training. A designated safeguarding lead (DSL) is on site throughout the provision.

Staff are expected to conduct themselves professionally and to be courteous, helpful, welcoming and consistent. They must dress appropriately for working with children and take account of health and safety requirements.

Safeguarding

A designated safeguarding lead (DSL) is on site throughout the extended day provision. All safeguarding concerns must be reported to the DSL, who will act in accordance with the school's Safeguarding Policy.

Food

Children are offered a range of healthy foods for breakfast or an afternoon snack, in line with nutritional standards.

The cost of snacks is included in the club fees.

Breakfast Club provides a nutritious start to the day.

The Hub's snack menu varies daily to give children opportunities to try a wide range of foods. Foods from different cultures feature regularly, particularly around festivals, to help children learn about cultural diversity.

Parents, carers and children are encouraged to share food preferences and dislikes, which we will accommodate wherever possible. Parents and carers must notify staff of any special dietary requirements or allergies.

Children are not permitted to bring their own food or drinks into clubs.

Behaviour Policy

All clubs follow the school's Behaviour Policy, using a whole-school approach to positive reinforcement and modelling appropriate behaviour. Children are expected to follow the Smart Code and show courtesy and respect. Parents and carers will be contacted if concerns arise about their child's behaviour. Exclusion from a club is a last resort, used only when all possible strategies have been exhausted.

Pricing – Breakfast Club

Breakfast Club charges from September 2026 are:

• Nursery pupils: 7.30 a.m. to 8.30 a.m. – £3.60 per session.

• Reception to Year 6 pupils: 7.30 a.m. to 8.15 a.m. – £2.60 per session, followed by the free session.

• Reception to Year 6 pupils: 8.15 a.m. to 8.45 a.m. – free of charge.

Bookings must be made online by midnight before the required session. In exceptional circumstances, such as a device being incompatible with the booking system, parents and carers may complete a booking form at least two days in advance. Please contact the school office for assistance.

Fees may change from time to time. Parents and carers will always receive at least one month's notice of any change.

Refunds are not given in the case of absence.

Pricing – The Hub

The Hub full session runs from 3.15 p.m. to 6.00 p.m. and costs £9.25 per session.
A short session is available for Nursery and school pupils from 3.15 p.m. to 4.15 p.m., at a cost of £4.25 per session.

School pupils who attend an after-school activity club may attend the Hub afterwards from 4.15 p.m. to 6.00 p.m., at a cost of £5.00 per session.

This option is for school pupils only.

Bookings must be made online by midnight before the required session.

In an emergency, parents and carers may request a same-day place by contacting the school office by 12 noon. Places are subject to availability. Once booked, the session fee remains payable even if the booking is later cancelled.

Bookings may only be amended online, by midnight before the session.

Fees will be reviewed annually, and parents will be informed a month in advance of any change.

Tax credits ended on 5 April 2025. Depending on their circumstances, families may be eligible for Tax-Free Childcare or help with childcare costs through Universal Credit. These schemes cannot be claimed at the same time. Eligibility and provider requirements apply; parents and carers should check the current guidance and confirm payment arrangements with the School Business Manager.
Further information is available from GOV.UK: Tax-Free Childcare and Universal Credit childcare support.

Contingency arrangements for staff absences and emergencies

Arrangements for cover due to staff absence will be organised by the club manager, who maintains a register of staff available to provide cover and arranges cover as required.

Risk Assessment

A risk assessment has been carried out for both clubs.

The governing body will review this policy every two years, with the next review due in November 2028 or sooner if changes in circumstances or pupil numbers make an earlier review necessary.

Partnership with Parents

We value our partnership with parents and carers and keep families informed about club activities by email, text, the school website and face-to-face communication.

Suggestions and ideas are always welcome. We periodically seek feedback through surveys to help improve the services we offer children and families. Our policies and procedures are available for parents and carers to view.

Partnership with Children

Children are involved in decision-making wherever possible, including helping to plan activities and weekly menus. All clubs follow the school's policies on behaviour and bullying. Children are encouraged to share ideas and suggest improvements, and staff will always make time to listen to them.

Equal Opportunities & Inclusion

We are committed to equal opportunities and to eliminating discrimination based on sex, gender, race, culture, religion, disability, age, marital status and nationality. We promote positive self-image, self-esteem and inclusive practices, respecting each other's languages, cultures, beliefs and principles. Where a child has special educational needs, we will endeavour to support them in partnership with parents, carers and relevant agencies.

After-school activity clubs: 3.15 p.m. to 4.15 p.m.

Activity clubs are run by school staff or carefully vetted third-party contractors. Booking forms are issued each half term, and bookings must be submitted by the stated deadline. Late booking forms cannot be accepted because places are planned in accordance with staff-to-child ratios.

All extended day clubs must be booked online, with payment required for paid sessions. The free Breakfast Club session must be booked but does not require payment. In exceptional circumstance. Please contact the school office for details. Childcare vouchers are also accepted; please speak to the School Business Manager about payment arrangements.

School pupils may attend the Ladygrove Primary School and Nursery Hub from 4.15 p.m. to 6.00 p.m. after their after-school activity club has ended, at a cost of £5.00 per session.

Policy- Document Status			
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