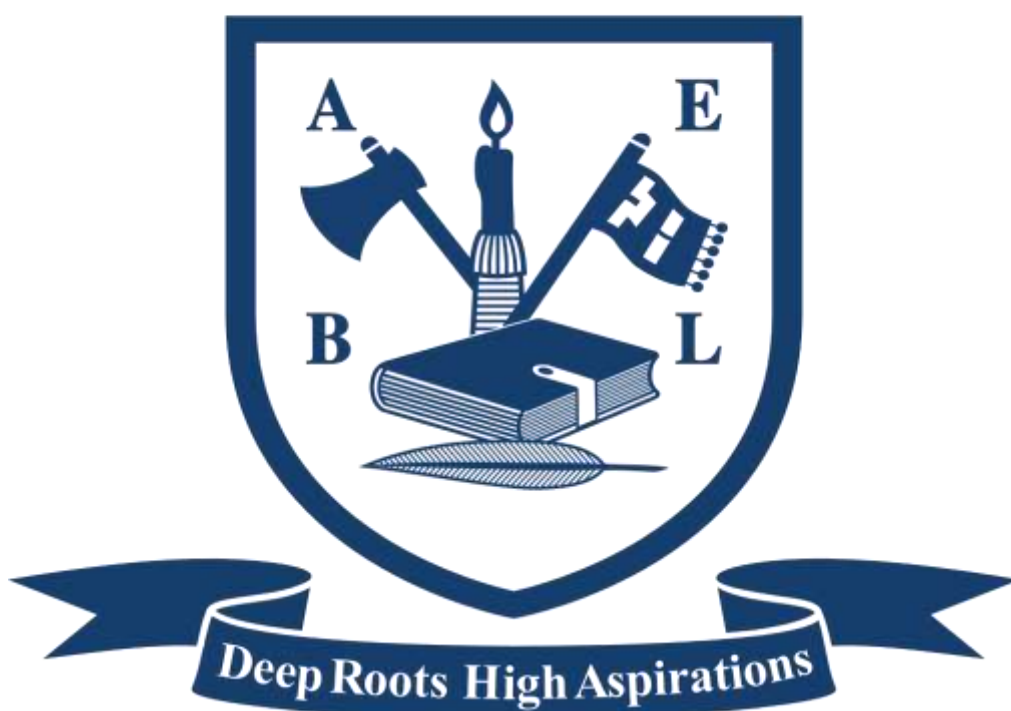


HIGH ASPIRATIONS

KNEBWORTH

Primary and Nursery School



Extended Care Policy

*This policy is reviewed on an annual basis
Next review date: November 2026*



RESPECT - RESPONSIBILITY - RESILIENCE

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Introduction

Knebworth Primary and Nursery School is pleased to be able to provide the children of Knebworth School the opportunity to attend Breakfast and After School provision as part of our Extended Care offer. This is referred to as Knebbers Crew.

This childcare provision is an extension of Knebworth Primary and Nursery School and therefore operates in line with the school's ethos, values and high expectations of pupil behaviour.

Purpose of the policy

To outline how the school delivers a high quality extended care provision, which strengthens the link to the school day and is supportive, flexible, and affordable.

Aims

- Through our extended care provision we intend to live the values of Knebworth School of **Respect, Resilience and Responsibility**.
- Be inclusive and support the needs of all pupils regardless of difference.
- Extend the fun, enjoyment and learning of the school day through a range of activities.
- Develop strong links between the school and working parents.
- Provide an enriching and supportive provision for children.
- Encourage children to develop friendships between age groups and work together cooperatively.
- Extend the support provided to children beyond the school day.

Key Information

- Breakfast session runs during term time Monday to Friday, starting at 7:45am until the school day begins.
- After School session runs during term time Monday to Friday, starting at the end of the school day and closing at 6:00pm. There is an option for pick up at 4:30pm or 6pm only.
- EYFS & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.
- After School session will be closed on the last day of each term (when school finishes early) but will be open on the last day of half terms.

Oversubscription Criteria

The club is open to all children from Reception (once full time) to Year 6. We will accept some nursery aged children dependent on circumstances, upon discussion with the Headteacher and if staffing ratios allow.

All spaces are subject to availability based on staff ratios. Places are allocated on a first come first serve basis after completing the registration form at www.knebworth-primary.cbfs.uk

If there are more applications than places available then the criteria outlined below will be used to prioritise applications.

1. Children looked after (also known as children in care) or children known to a social worker / vulnerable children
2. The children of staff members who require a space at this provision in order to fulfil their work duties
3. Children who have a sibling already in the provision

Our current staff to pupil ratio allows for a limited number of places both before and after school. Therefore, we operate a waiting list once the maximum number of children has been reached. Places will be offered as spaces become available.

Where a child has a specific need, admission will be based on:

- All parties agreeing that the environment is appropriate for the child.
- Liaison will be arranged with relevant professional support networks if applicable.
- The staffing levels can support the needs of the child.

Admission, booking procedures and payment of fees (See charging and remissions policy)

All administration for Knebbers Crew is through Childcare Bookings for Schools. For any queries regarding booking, payment or waiting lists they can be contacted at:

email: knebworth@childcarebookingsforschools.co.uk

Tel: 01444 523335

Delivery of Service:

Upon receipt of full payment, an email booking confirmation is sent automatically via the booking system.

Term time Childcare – permanent bookings:

Payment for permanent term time care: In return for Knebbers Crew providing breakfast and/or after school care to the Child, the Parent agrees to pay the agreed fee, monthly, in advance. Payment is due in full by the first working day of the month and will be taken automatically. It is the Parent's responsibility to ensure sufficient funds are available via their default debit card, Online Account balance or a combination of both.

A £25 administration fee will be levied each month payment is not made on time. This will be payable immediately. Repeated late payments or failure to pay a late fine may result in a withdrawal of the service.

Cancelling a permanent term time session: Please note: cancellations of individual permanent booking sessions are not eligible for credit or refund. If you wish to cancel a session we require confirmation of the cancellation in advance.

Changing or cancelling a set permanent booking pattern: To remove sessions from a Permanent Booking (or cancel a Permanent Booking in full) you are required to give one calendar months' notice. Booked sessions falling within this notice period remain billable regardless of whether or not the Child is in attendance. After the duration of that month, the set permanent booking pattern will change (or cease) according to the request.

Term time Childcare – ad-hoc bookings:

Payment for ad-hoc term time care: Payment for ad-hoc term time care must be made in full at the time of booking.

Cancelling a term time ad-hoc session: Sessions cancelled with more than five working days' notice will be credited to the Parent's Online Account Balance, to the value of the session(s) cancelled. For example, to receive a refund/credit for a session on Wednesday, the session should be cancelled by Tuesday of the previous week. Credit can be refunded upon request or retained on account for use towards future bookings. Any sessions cancelled with less than five working days' notice will not be eligible for credit or refund.

Holiday Camps:

Payment for holiday camps: Payment for holiday camps must be made in full at the time of booking.

Collection of children

In order for Knebbers Crew to run smoothly, we ask all Parents to be prompt when arriving and collecting children. The process for collecting children is as follows:

1. A register of children who attend the provision is taken at the start of each session.
2. Parents should collect their children from the main entrance by phoning the Extended Care number.
3. A member of staff will accompany the child to the main entrance.
4. The child is then marked out on the register.

If a parent is unable to collect their child as arranged, they must call the extended care provision number. If someone else will be collecting a child, the club or office staff must be informed.

A minimum of two Emergency Contacts must be added to a Parent's Online Account, who will also be permitted to collect a Child if their Parent is unable to for any reason. Please be aware that Emergency Contacts should have a password to verify their identity.

Late collections

Children must be collected by the finish time of their booked session. If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable, the police and Children's Services may be informed.

Please note that if a Parent or Emergency Contact collects later than the allocated finish time, the Parent will be billed £25 per occurrence. Repeated lateness will result in a Parent no longer being able to use the Knebbers Crew service.

Behavioural expectations

School policies, including behaviour, apply in the same way as they do during the main school day. We reserve the right to refuse a child who fails to meet these standards.

In the event that a child's behaviour is unsafe it may be necessary to request an early pick up from parents or reflection time is recommended so that staff can ensure additional measures can be put into place to ensure success.

If the behaviour of the child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the Extended Care Team in the first instance and a warning will be given to the child.

Any additional unacceptable behaviour will result in the child being excluded from the provision for a period deemed appropriate by the Senior Leadership Team.

Children and staff are expected to follow the school's values whilst attending the After-School Club.

In this instance, no refunds will be given for any sessions falling within our normal notice periods.

Exclusion from using Knebbers Crew

We reserve the right to cancel any booking with us at any time, for reasons such as (but not limited to) repeated late collections, or repeated late payment of fees. In these instances, Parents will receive a final written warning. Following this written warning, should a Parent be late with collection/payment again within the next 12 months, their booking will be cancelled with two weeks' notice to make alternative arrangements, In the event of this cancellation, the Parent will be required to pay for their remaining fortnight in advance (if it has not already been paid for). If a Parent does not pay this fee, their booking will be cancelled with immediate effect.

If a parent is experiencing difficulty with payment of their fees, they should contact the Extended Care Lead in the first instance.

The extended care provision is subject to all Knebworth Primary School policies set out in this document and in our Statutory Policies.

Venue

Breakfast and After School Club is based in The Oak Room (Knebberland) and in the Nursery building.

Different activities are carried out in other locations within the school premises.

Food/Snacks

Breakfast is provided for those children who attend the breakfast club session before 8:20am.

During the After School session, a small tea is provided, e.g. sandwiches, beans on toast.

Fresh drinking water is available to the children at all times.

No fizzy drinks or glass bottles should be sent in.

Knebworth is a nut and egg free school.

Activities/ Provision

A range of inclusive activities are planned each session for the children in Breakfast and After School Club. These may include role-play, creative activities, reading, cooking, learning & discovery, outdoor sports activities, movies as well as an opportunity to complete homework.

The age of the children is considered when planning activities to ensure they are appropriate.

Children's Welfare

Staff must follow the Knebworth Health and Safety, Online Safety, Safeguarding Policies and related documents to ensure the safety of all children.

In case of emergency (such as medical or missing child), a member of the Senior Leadership Team will be informed immediately and procedures followed.

Sickness

Should a Child have sickness or diarrhoea. We ask that they do not return to attending Knebbers Crew for a period of 48 hours after the last episode. If a Child falls ill during Breakfast Club, we will call the Parent (or Emergency Contacts) and ask for the Child to be collected. If the Child cannot be collected before the end of the session, they will be taken to the School Office staff to wait for collection.

We reserve the right to refuse admittance, and the right to suspend provision to any Child if, in the opinion of Knebworth School, the Child is not fit to attend due to illness.

Medicines

Children are not permitted to have medicines in their bags.

Only prescribed medication can be administered to children by school staff and some medications can only be administered following training by The School Health Team.

If you wish for a prescribed medicine to be administered to your child then the relevant form needs to be collected and completed from the school office. The medication must be in its original container with the child's name and it should be signed and dated by the medical practitioner.

If your child does have ongoing medication in school, including an asthma inhaler, please ensure you check the expiry dates regularly and keep us informed of any changes to your child's health.

First Aid

By accepting these terms and conditions the Parent gives permission for all necessary first aid to be administered to their Child in the event of an emergency.

There will be a qualified paediatric first aider on site during sessions.

A first aid kit will be taken outside when children participate in outdoor activities.

Accidents which require a degree of medical care will be recorded in the school accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.

Parents / Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.

All staff will be made aware of the children who have Individual Health Care Plans and what they contain.

Toilet training

We understand that accidents do sometimes happen (and of course will deal with them sensitively when they do) but we cannot accept children who are unable to go to the toilet independently. By accepting these terms and conditions the Parent confirms that their Child is able to do this.

Staffing

Extended Care staff will adhere to the Knebworth Staff Code of Conduct and all school policies.

The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15. (1:8 for EYFS)

All extended care staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Knebworth Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.

Staffing arrangements will be considered to meet the needs of children who have additional needs.

A Level 3 or higher qualified member of staff will lead extended care. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site

In the unlikely event of exceptional staff shortages which means that our ratios cannot be met then the provision may need to shut temporarily and parents would be informed immediately.

General Information

Insurance

Knebworth Primary and Nursery School holds full Public Liability and Employers Liability Insurance.

Photographs for promotional purposes and website

From time to time, we may ask a DBS checked photographer to take photographs and/or video clips for use on the School website or future use in marketing material. All images and/or footage is passed to the School Business Manager and then wiped from the photographer's camera. Parents are asked as part of their online account registration whether they give permission for images of their Child(ren) to be used for these purposes.

Photographs for children's records

Photographs may be used to form part of our record of a Child's development. This is a requirement under OFSTED regulations.

Personal loss or injury

Knebworth Primary and Nursery School does not accept liability for personal injury or death of any participants unless directly caused by the proven negligence of the School or its staff.

Data protection

Childcare Bookings for Schools and Knebworth Primary and Nursery School will use your details to contact you via email with future information about our services. Parents are asked as part of their online account registration whether they wish to opt in for future marketing emails. Knebworth Primary and Nursery School is registered with the Data Protection Office and compliant with GDPR.

Temporary interruption of Provision

Knebworth Primary and Nursery School acknowledge that they will not be under any liability or responsibility to the Parent or Child in respect of any temporary failure of or delay in providing either term time or holiday childcare. If such failure or delay is caused by the temporary unavailability of staff, building or maintenance work to the premises, fire, abnormal weather conditions, Government action or regulations or by some other cause (whatever the description and not necessarily limited to the given examples) beyond the reasonable control of Knebworth Primary and Nursery School no recompense will be made.

Policies and procedures

Copies of Knebworth Primary and Nursery School's policies and procedures are available for Parents to view on our website.