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Reviewed:	
Reviewed By:	SLT and LGB



## Extended School Provision Policy

### Aims

The Headteacher and local governing body are committed to providing out of school care for the children of Lulworth & Winfrith CE Primary School as we believe this opportunity is a valuable service which enables our families to thrive.

For example:

- Enabling parents/carers to work or study
- Supporting vulnerable children
- Offering enriching activities for children to enjoy
- Supporting the start of the school day and encouraging attendance
- Supporting and encouraging engagement with home learning activities

Lulworth & Winfrith CE Primary School is a split site school and all extended provision takes place on the Winfrith site.

Larks Club sessions (before school provision) and Owls Club sessions (after school provision) are led by 2 childcare assistants. The childcare assistants engage with regular safeguarding, food hygiene and first aid training and the Designated or Deputy Safeguarding Lead is always available during the hours of wrap around care clubs. For further details regarding safeguarding please refer to our Child Protection Policy and KCSiE 2024.

During these sessions, children will be offered snacks and drinks, and will be given the opportunity to take part in a range of indoor and outdoor recreational activities. The aim of the clubs is to provide a safe and enjoyable space for the children outside of school hours.

### Roles and Responsibilities

The Local Governing Body will:

- Ensure the school supports the school to understand parental demand and, where relevant, existing wraparound provision in the school.
- Ensure the school facilitates or runs wraparound childcare on Winfrith site, unless there is a reasonable justification not to.
- Ensure the school contacts the LA when there is demand for wraparound childcare from parents/carers at the school which is not being met.
- Provide support to the headteacher in determining the most appropriate model of wraparound childcare provision.
- Ensure activities do not interfere with the school's responsibility to provide a high quality and safe teaching environment.
- Ensure that child protection and safeguarding policies and procedures are updated to reflect any childcare provision provided by the school.

The head teacher will:

- Work with all stakeholders to identify how the school can support parents/carers to access wraparound childcare.
- Understand and meet the requirements and standards for delivering wraparound childcare, including: Robust and effective safeguarding and welfare practices that adhere to Keeping Children Safe in Education (KCSIE) guidance, Health and safety policies, Inclusivity, employing appropriate staff. Ensure provision meets minimum safe standards of childcare and adheres to the law.
- Recruit and manage staff required for the wraparound childcare provision.
- Report to the governing board on the performance of the wraparound childcare provision.
- Establish a clear and transparent charging and remissions policy, including the details of any extra charges being applied, where appropriate and necessary.
- Check the school has the appropriate policies and agreements in place to deliver and run the wraparound care provision.
- Work with the SENDCO to ensure that staff working at the childcare service consider the needs of children with SEND when planning their activities to prevent discrimination, promote equality of opportunity and foster positive relations.
- Work with the SENDCO and provision staff to strive to make reasonable adjustments, where necessary, for children with disabilities to access wrap around care.

The DSL will:

- Review and update existing child protection and safeguarding policies and procedures to reflect any new childcare service, and then ensure that the service and its staff adhere to those policies and procedures.
- Ensure that any additional staff (both paid and volunteers) recruited for the childcare service complete an enhanced DBS (with barred list) check before they care for children.

Parents/Carers will:

- Ensure that their child only attends sessions that are booked in advance
- Complete all bookings and amendments using Arbor
- Ensure that their child is dropped off and/or collected on time by a named adult
- Make additional payment if needed (as outlined in this policy) due to a late collection
- Contact the school if their child is going to be absent from a session
- Contact the school promptly if there is a change in adult arrangements or collection times
- Support and demonstrate the school's Christian values, Code of Conduct and positive ethos
- Inform the school of any concerns or problems that might affect their child's wellbeing or behaviour
- Contact wrap around care staff through the school office:

01929 462330 (number can be used during the school day)

07949089020 (number can be used after school during the hours of Owls Club)

[lwps.office@coastalpartnership.co.uk](mailto:lwps.office@coastalpartnership.co.uk)

### **Admission**

Wraparound childcare provision will be made available to children aged 4 to 11 who are on roll at Lulworth & Winfrith CE Primary School. The school will have a first come, first served policy for admissions to wraparound provision.

The school may use pupil premium funding to enable disadvantaged pupils to access some wraparound sessions according to need.

### **Bookings and Payment**

All bookings are to be made using Arbor.

Those wishing to book regular attendance **MUST book and pay no later than 6 days in advance to receive the advanced rate.**

The casual rate will apply if a place is booked 5 or less days before use (including the day of use). Provided there is a child space available, bookings can be made up to 30 minutes before the start of the session. We offer a sibling discount if at least 2 siblings are booked to attend the same session.

If you need to amend your booking, **48 hours written notice (an email to the school office)** must be given and the amended date must fall within the same half term. If a Monday booking needs to be amended, written notification needs to be given by the end of the school day the Friday before. We are unable to carry bookings over to the next term.

There will be no reductions or refunds for any sickness, absence or change of requirements.

All payments must be made via Arbor in line with the fact that Lulworth & Winfrith CE Primary runs a cashless office. The school will not invoice parents/carers as it is the parents/carers' responsibility to check their balance using Arbor.

All balances (including those booked with childcare vouchers) must be paid before the start of the following half term. If balances are outstanding when a new term begins, families may not be able to use the provision until the full balance has been paid.

All costs and charges are shared on the school website ([www.lulworthwinfrith.dorset.sch.uk](http://www.lulworthwinfrith.dorset.sch.uk)). The Headteacher and governors will review the costs of extended school provision on a regular basis and inform parents/carers if these are to be changed.

The school does accept childcare vouchers to pay for wrap around care. Please speak to school office staff for more information.

Each club has a maximum number of children who can attend. It is therefore essential that all families follow this policy as the school will not be able to safely go over the maximum number.

The school is not permitted to make a loss on wrap around care provision (ie. the school's allocated education funding cannot be spent on subsidising before/after school clubs). It is neither an intention or desire that wraparound care at Lulworth & Winfrith CE Primary generates more revenue than is required to run the club. Charges will therefore be reviewed regularly and at least one month's notice will be given to advise parents/carers or any changes to charges.

### **Arrivals**

Larks Club drop-off is at the hall door which is accessed by taking the path from the front gate around the side of the school. Parents/carers should accompany their child/ren to Larks Club where they will be greeted by staff at the black gate and pupils' names will be registered. Breakfast offered consists of a choice of cereals, toast and/or juice. Children will then have time to play games independently or as part of a small group, and they will be directed into class at the end of Larks Club by staff members.

### **Collections**

Collection at the end of Owls Club sessions will be via the hall doors at the back of the school. Children can only be collected by an adult who has been given this permission through Arbor or through emailing the school office. It is the responsibility of the parents/carers to ensure child consents are up to date with current collection information and contact numbers. This can be managed using Arbor. Children who attend until 5:00 or 5:30 are offered a light snack such as a sandwich, yogurt and/or crisps/biscuits.

### **Late Collections**

It is not acceptable to leave a child unaccompanied with no booking at Owls Club. If a child is not collected

promptly at the end of the booked session, a pre-booking charge of £5 will be applied in addition to the club fee, subject to a space being available. Late collections are not acceptable and parents/carers may be denied use of the wrap around service in future if collection is not prompt. Late collections will incur a £5 charge per child for every 5 minutes over the pre-booked collection time. Prompt payment of this charge will need to be received before a further booking for the child can be made.

If a parent/carer is more than 30 minutes late without having notified the school of their whereabouts and without staff being able to get a response from priority contacts as listed on Arbor, staff will contact the DSL by phone and begin safeguarding procedures, including telephoning the Safeguarding Hub for advice.

If a child is not booked into Owls Club but is not collected at the end of the school day (15.15) then parents/carers will be charged the cost of the initial booking session for this extended care service. This will happen whether a child is on the Lulworth or Winfrith site.

### **Behaviour and Conduct**

Larks Club and Owls Club is run by school staff on the school site and is an extension of the school day. School policies continue to apply whilst Larks and Owls Clubs are in operation. These can be found in the policies section of the school website: <https://www.lulworthwinfrith.dorset.sch.uk/policies/> Larks and Owls Clubs cannot accept responsibility for children's possessions or valuables whilst they are in attendance.

Whilst we make every endeavour and practical effort to welcome children with additional needs, there may be some instances where the provision cannot. For example, behaviour which impacts the safety of the child or other people. In these instances, school staff, wrap around staff, parents/carers and any other additional agencies (e.g. Early Help, LA Specialist Teacher etc) will strive to work in partnership to explore the child's individual needs and identify next steps. Where a child has a specific need, admission to wrap around care will be discussed to ensure that all agencies agree the environment is appropriate for the child.

### **Activities**

During Larks and Owls Club, children will be offered some choice about the play-based activities they would like to take part in. These could include construction, puzzles, role play and/or arts and crafts. There will also be opportunities to play outside when weather allows.

### **Emergency Evacuation/Closure Procedure**

Lulworth & Winfrith CE Primary School will make every effort to keep Larks and Owls Clubs open, but in exceptional circumstances we may need to close at short notice for the following possible reasons:

- Severe weather conditions
- Central heating failure
- Flooding or fire
- Global pandemic
- Serious illness or accident

In the event of any such issue we will primarily ensure that all children are kept safe and if evacuation is required, we will then:

- Follow the school fire drill/evacuation procedures
- Contact emergency services if required
- Evacuate children from the building to the assembly point without their belongings
- The register will then be taken to ensure all children and staff are accounted for
- The childcare assistants will use the emergency contact details to contact parents
- All children will be supervised until they are safely collected

**By booking your child into the wrap around care at Lulworth & Winfrith CE Primary you are confirming that you agree to the terms and conditions as detailed in this document.**

Appendix 1: Charges From April 2025



**Larks Club**

Advanced Individual Child Booking	Session Cost
7.30 – 8.45	£4.00
8.00 – 8.45	£5.00

Advanced Sibling Booking	Session Cost
7.30 – 8.45	
8.00 – 8.45	

Casual Bookings	Session Cost
7.30 – 8.45	
8.00 – 8.45	



**Owls Club**

Advanced Individual Child Booking	Session Cost
3.15 – 4.15	£4.50
3.15 – 5.30	£7.00

Advanced Sibling Booking	Session Cost
3.15 – 4.15	
3.15 – 5.30	

Casual Bookings	Session Cost
3.15 – 4.15	
3.15 – 5.30	