



**ASHBURY WITH COMPTON BEAUCHAMP**  
CHURCH OF ENGLAND (A) PRIMARY SCHOOL

# Extended Provision Policy

**Policy Updated: July 2025**

**Future Review due: Sept 2027**

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**Version: 1.0**

*United in a love for learning, we will grow and succeed together.*

### OUR MISSION

Our happy school is supported by a nurturing, safe and challenging environment which allows our children to express their faith and creativity. Our Christian Values help our children care for one another and understand the importance of their own development and wellbeing. Through a broad, balanced and ambitious curriculum, our children feel confident, motivated and inspired to reach their full potential. Ashbury CE Primary School is at the heart of the community and together we will grow and succeed.

### OUR VISION

Ashbury CE Primary School is a place to be loved and where everyone loves to succeed; We will consciously create an environment of respect and inclusion, supporting our pupils and adults to “**Ask**” for help, taking **responsibility** for their own learning. Everyone will feel united in showing love and **compassion** in our school community and beyond. They will have the confidence to “**seek**” new knowledge to help them grow and “**knock**” with **perseverance** to open doors of exciting opportunities in our ever changing world.

*Matthew 7:7 Ask and it shall be given unto you, Seek and you shall find, knock and the door shall be opened.*

Our vision is driven through the scripture Matthew 7:7 and underpinned by the core values of Compassion, Perseverance and Responsibility; we all recognise that through love for one another we can flourish in life, based on John 10:10.

### OUR VALUES

#### COMPASSION

Jesus showed his compassion for others by helping those in need, this is demonstrated in Matthew 14:13-21 Jesus feeds the 5000. At Ashbury CE Primary School, we follow in Jesus' example to show compassion to others locally, nationally and internationally through our fellowship and understanding about those in need around us.

#### RESPONSIBILITY

We encourage everyone in our school to use the gifts that God has given us wisely to achieve his purposes. Everyone in our school is encouraged to use their talents and take responsibility to help others around us, using our gifts from God. Just like Jesus did in Matthew 25:14-30 in the story about the 3 servants. Everyone understands that they are individual with great talents and gifts that the children should be proud of and celebrate: our children take responsibility to use their talents to achieve great things for themselves and others.

#### PERSEVERANCE

God gave Noah (Genesis 6:9-9:17) an important job to do. Through the story of Noah building the Ark, we understand that through perseverance and hard work this will bring a reward and that resilience is about coping with challenges positively. Noah stepped up and accepted this challenge modelling to us that we must be brave and courageous to persevere. Even in the darkest of times. there is hope.

Here at Ashbury with Compton Beauchamp Church of England Primary school we provide an Extended Care Provision for working parents/carers.

Places are allocated to children that attend full time education. The provision is registered to no more than 18 children from 4–11-year-olds at any time.

We aim to provide a safe, clean and welcoming environment for children in our care. Health and safety are a high priority in our setting, and this includes carrying out regular risk assessment checks and ensuring that there is always a qualified first aider on site.

We aim to allow and cater for children of all abilities to have access to our planned play activities.

***Our aims are:***

To provide 'Extended Care Provision' in a safe and secure environment for the children of working parents/carers;

- To provide an affordable, self-sustaining childcare facility for parents/carers during term time.
- To continue to build positive links/relationships with parents.
- To enable pupils to eat breakfast/afternoon snacks as part of the school day in a pleasant, relaxed environment.
- To develop their social skills to an appropriate age level in a positive way.
- To maximise the impact of caring supervisory staff.
- To provide a calm 'learning through play' environment for those pupils by the planning and delivery of a range of different age-appropriate learning opportunities.

***To achieve our aims:***

- We will hold sessions every day (during term time and not on INSET days).
- We will regularly clean and inspect the premises and equipment used.
- We will ensure that there is always a qualified first aider on the premises.
- We will implement regular fire drills and ensure that all staff and children are aware of and familiar with the procedure.

We will encourage children to be independent, to experiment, to be creative and to develop their self-discipline and acceptable behaviour.

***How Extended Care Provision works:***

Ashbury with Compton Beauchamp Church of England Primary School's extended care provision is held in the hall - they also have access to the school field and the playground too.

**Opening Hours:**

Breakfast Club: Monday – Friday 7.30am – 8.30am

The Craven Club: Monday – Friday 3.00pm – 5:00/6:00pm

The emphasis is on play and leisure rather than education but there is an opportunity to look at homework as well.

Children have the opportunity to enhance their learning through a wide variety of activities and to promote physical development.

The club is committed to providing a safe and secure environment. Staff will adhere to the following guidelines:

- No child will be left unsupervised in the club at any time.
- Staff / child ratios of 1:9 in both Breakfast and After school clubs.
- Visitors to the club will not be left unsupervised at any time and adequate identification will be required if a visit takes place. Identification will be provided, and prior appointments should be made where possible.
- Children will not be released with anyone other than the recognised parent/carer unless prior notice is given. A password will be held on file for each child which can be asked for from

anyone collecting the children. If staff are unsure of the person collecting the child, that child will remain at the club and parents/carers will be informed of the decision.

- Entrance to the club will be monitored to always ensure security. Children will be signed in and out of the club.
- Parental/carer consent will be sought for the use of videos and photographs for promotional usage.

### **Staffing**

There will always be a minimum of two staff at each session, working within the relevant ratios for the age of children. In addition to the extended provision staff, at least one member of the Senior Leadership Team will be on site from 7:30am until 5pm. Parents should not drop off their children earlier than the start of 7.30am and there will be no supervision of children arriving earlier.

### **Contingency Arrangements for Staff Absences and Emergencies**

If a member of staff is absent, they must ring the headteacher before 6.30am who will arrange cover.

### **Booking Arrangements**

Places are pre-booked through Parent App at least seven days in advance. A contract registration form needs to be completed before a place is fully confirmed and this can be found on the school website or is available from the school office. If the club gets oversubscribed, a waiting list will be held.

### **Charges**

The club must be sustainable. The cost per child will cover staff costs, administration and resources. The cost will be for each child, and no discounts will be available for siblings. There will be no reduction for less than a whole session.

September 2025 - Breakfast Club £5.50 per session

September 2025 – Afterschool Club £11.00 (session ends 5pm) £13.00 (session ends 6pm)

### **Payment**

All bookings must be made and paid for seven days in advance. All bookings are made through the parent app account either using credit from childcare vouchers or payment card. It is at the school's discretion in exceptional circumstances to book a child on to a club without payment in advance. Any debt accrued this way would need to be settled within 14 days of the last session attended. In the event of non-payment, access will be denied from that date onwards.

A letter will be sent in advance of any such action.

### **Cancellation by Breakfast Club**

The only possible cause for cancellation would be school closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies

In the event of closure, a member of school will either send a text message or email via the parent app (BromCom) or will endeavour to contact individuals by telephone before 7:20am.

During adverse weather conditions, school closure will be reported on the Oxfordshire Website and our own website.

A 'credit' or refund will be made in respect of any days cancelled by Breakfast Club.

### **Cancellation by Parents and Refunds**

Due to the need to pay and book places in advance so that levels of staffing can be organised, we will be unable to offer a refund if a child does not attend.

### **Use of Registers**

Children will be registered to the club by staff on duty using the BromCom register.

### ***Complaints:***

In the event of staff, parents/carers or others having comments, concerns or being dissatisfied with our aims, principles and the high standard to which we are committed to provide at our Extended Care Provision, the following procedure should be adhered to:

- Parents/carers should speak to a member of staff who should be responsive to your issues.
- If parents/carers are unhappy with the action taken by members of staff, contact with the Extended Care Provision manager should be made, or in their absence the Head Teacher.
- Parents and carers should refer to the school's complaint policy.
- If a complaint or concern is made by a child or parent against a member of staff, then the issues will be dealt with by the Head teacher and the Governing Body in line with school policy.

### ***Parental Involvement:***

Ashbury with Compton Beauchamp Church of England Primary School's Extended Care Provision believes that all parents and staff should work with each other to ensure a happy, relaxed environment where each child can flourish.

Shrivenham CE Primary School's Extended Care Provision will encourage parents and carers to express their views and will value any information shared with staff members.

Communication between staff and parents is vital in building a positive and trusting relationship. Staff will regularly talk to parents/carers about their child's progress and achievements.

It is our policy to contact parents/ carers when there is a concern about a child's progress, health or behaviour and in turn we hope, that you as parents will discuss any concerns you may have. If you do have any queries or problems our staff or manager in charge will be happy to discuss these issues with you as they arise.

General comments and feedback are also welcome.

### ***Behaviour Policy:***

We aim to provide a happy, caring environment with challenging activities. Therefore, we set high expectations of behaviour through encouraging and praising good behaviour. The children are encouraged to respect themselves, each other, adults and property.

The Extended Care provision use Ashbury with Compton Beauchamp Church of England Primary School behaviour policy which can be found on our website.

### ***Special Educational Needs:***

In our extended care provision, we believe that children with disabilities are children first; sharing the same needs and desires as all children

We feel that where possible all children should share social and learning experiences with their peers in local settings.

Inclusion is a human right with benefits to all.

Our aim is that all children will be happy in the environment with activities to suit individual needs and abilities.

Inclusion teaches children and adults to accept and value everyone, whatever their differences, it challenges fear and prejudice.

## ***Health and Safety:***

### **Fire Procedure**

Upon hearing the fire alarm, all staff and children should follow carefully the instructions below:

- Staff escort all the children calmly, quietly and safely outside onto the main school playground.
- Line them all up along the playground away from the school building.
- Elected member of staff to check toilets before going onto the playground.
- Whilst on the playground keep the children quiet and still while the register is taken.
- Await instructions before leaving the playground and returning to the hall.

Our Extended Provision will follow the school lockdown policy and emergency plan in the event of other emergency situations arising.

### **First aid**

All first aid received will follow our school policy.

### **Medication**

Inhalers are kept in the classrooms. If a child needs an inhaler, a member of the breakfast Club staff will escort the child to the classroom and observe that the medication has been taken correctly. All other medications administered will follow the existing school policy (the Administration of Medication Policy).

If in doubt as to the application of this policy, parents are encouraged to contact the Breakfast Club Supervisor for clarification.

### **Risk Assessment**

A separate risk assessment will be completed for Breakfast Club sessions and activities.

### **Food and Hygiene**

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff will hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors will be hoovered/mopped if any debris is on the floor.
- Children should be encouraged to wash their hands on a regular basis and before and after eating food. Hand sanitiser is available at all times.
- Children should not be allowed in food preparation areas.
- The kitchen area should be free of contamination, dust, flies, rodents etc and all surfaces should be in good condition
- All utensils should be kept clean and stored correctly.
- A cleaning routine should be in place to ensure the food area, kitchen and utensils are thoroughly cleaned on a morning and afternoon after session.
- All food and drink should be stored correctly and used within the recommended use by date.
- Staff drinking hot drinks will not be involved with the children.
- Staff preparing food will always adhere to personal hygiene recommendations.

## ***Nutritional Policy***

What we want to achieve:

- Ensure that all meals available in school are healthy.
- Create an environment where pupils can enjoy their food in an area which is safe, hygienic and comfortable.
- Promote food which reflects the healthy eating messages taught in the classroom.
- Encourage healthy eating.
- (Pupils are encouraged to select their own breakfast and snacks from the choices on offer).

In Breakfast club we aim to provide children with a nutritional breakfast to help aid concentration and learning for the day ahead. We aim to provide daily rice, wheat, oat and corn-based cereals, that are not sugar coated and these will be served with semi-skimmed milk.

Alongside these we will serve daily – toast with the option of jam or honey.

We will also try to provide – seasonal fruits for the children and as treats we shall serve crumpets, pancakes, waffles and pastries. (Whole grain varieties will be served whenever possible).

In the After-school club, we aim to provide healthy and balanced snacks and encourage children to make healthy choices. The first snack we offer is a piece of fruit of the child's choice and one small biscuit, the second snack offered is either toast, bagels, crackers etc with a spread and vegetables such as cucumber, peppers or carrots.

Milk, water and squash will be provided unless another alternative has been requested by the parent/carer due to medical reasons/allergies.

Extra drinks will be provided during the session when appropriate or if requested by the child e.g during hot weather.

Treats for parties and celebrations will be offered but will always be carefully selected to ensure the allergens and dietary requirements of all children are met and no child is excluded.

### **Sickness**

It is the parent/carers responsibility to ensure that their child is not ill when brought to the extended care provision.

Children suspected of suffering from infectious conditions will be excluded from the extended care provision for 48 hours or until medical treatment has been sought and the child is well.

Parent/carers should inform the extended care provision as soon as possible of their child's absence.

In the case of a child becoming ill at the extended care provision, staff will inform parents/carers as soon as possible and will be requested to collect their child. This is for the wellbeing of other children and staff on the premises and to prevent the spread of infection.

### **Late and Uncollected Policy:**

In the event of any child(ren) being left at the extended care provision due to unforeseen circumstances, Children's Services would be contacted. If necessary, the local police would also be contacted.

To help prevent this situation arising, when children are registered for the extended care provision place we obtain as much information as possible from the parent/carer. We do require at least two contact numbers, being parent and other relatives who can be contacted in emergencies.

A child will not be released to anyone other than a parent, without their prior consent and suitable means of identification or recognition. It is required that a parent must inform the extended care provision staff if their child is to be collected by someone unknown to them and given relevant details.

Staff will record any late or non-collection of children. If the problem is consistent, staff will work in partnership with parents/carers to address the issue.

If parents/carers are unwilling to work with staff on this issue, management will be informed, and a cost may be incurred.

Please refer to our Terms and Conditions for further information in relation to late charges.

### ***Safeguarding:***

In accordance with Safeguarding arrangements, all staff involved in the running of the extended provision will have current DBS clearance, and other required recruitment checks. These records are held in the school office.

The extended provision staff will follow existing school policies and procedures for child protection and the code of conduct. Where ICT equipment is used, they must also follow the schools' e-safety policy and procedures.

### ***Toileting:***

Children in the extended care provision are accompanied to the toilet before a session begins. They are encouraged to wash their hands after they have been to the toilet for hygiene reasons.

All children must ask a member of staff if they need to go to the toilet, so all staff know who has gone to the toilet if there is a fire. Reception children are accompanied to the toilet by an older child. (Buddy system).

The use of wet wipes is available for all children to use before and after snacks and if we feel for hygiene reasons their hands need to be clean.

Hand-sanitiser is always available.

This policy should be read alongside the other Shrevenham CE Primary School policies which could include;

- Behaviour Policy
- Safeguarding and Child Protection Policy
- KCSIE
- Breakfast Club and After-School Club brochure and welcome