



# **FOURFIELDS EXTENDED SCHOOL CLUB**

Approved by: C Collett

Date: 22.04.25

Next review due by: 23/05/25

### **Terms and Conditions**

Fourfields Extended School Club is open Reception to Year 6 pupils from 7:45 am – 8:45 am and 3.15pm to 5.30 pm. We offer a rich and stimulating educational environment, encouraging children to grow in confidence and enjoy our “wraparound care”. Our carefully planned activities capture their imagination and feed their curiosity.

### **Payment**

All children must be registered before they can attend via the booking system on MCAS. On MCAS, you will be able to select the available sessions and add to your basket. You can also see the sessions you have booked and the outstanding payments will show on your dashboard. All payments need to be **PAID IN ADVANCE** for the session(s) you have booked. **No bookings will take place unless payment has been made.** All bookings and payments will be made via your MCAS app. We need at least 24 hours cancellation of the booking or the fees will be applied. The extended staff-team will take a register at each session.

### **Emergency/Ad Hoc Bookings**

All sessions must be booked in advance. However, we do recognise that on occasions there may be the need to book a place as an emergency. If this is the case, we would ask that payment is made within 24 hours of the booked session. Failure to pay for the session taken will mean that your child will not be able to attend further sessions until payment has been received.

#### **Hours of Business**

Breakfast:	7.45 am – 8.45 am
After-School:	3.15pm – 5.30 pm



The wraparound care operates on normal school days during term time, **but not on holidays or non pupil days**. If the school is closed due to emergency circumstances, for example extreme weather conditions or heating problems, the Extended School Club will not operate.

#### **Charges**

Breakfast	£ 3.00
After-School	£ 7.00

If the collection time goes into the next session **by 5 minutes**, the **full amount will be charged**.

**The penalty for not collecting on time beyond 5.30pm is £7.00 per child.**

### **Breakfast and Snack**

Included in the charge is a breakfast consisting of a range of cereals, toast, fruit and milk or water. After-school, a light snack consisting of milk or water and a choice of crumpets, bagels, crackers, cheese spread and fruit. Children who are attending with specific dietary needs will be accommodated for.

### **Staffing**

The staff employed for our extended school club are current members of Sutterton Fourfields staff. All our members of staff have enhanced DBS; are first aid trained; and hold a food hygiene certificate.

#### **Staffing**

Miss Kemp - Breakfast Club

Mrs Carr - Breakfast Club

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Miss Kemp - After-school Club

Ms Burns - After-School Club

*Administration* - Mrs Thompson - Finance Officer

### **Absence**

In order to ensure the correct staff/pupil ratio, parents must pay for all sessions booked whether used or not.

### **Activities**

Children may be tired at the end of the school day and wish to rest with a book or do some quiet activity, which is fine. We will also provide a varied programme of supervised activities.

Sports/Exercise Activities

Art/Craft Activities

Board Games

Technology Activities

Film Time

Home Learning

### **Injuries whilst in the group**

Should a child receive a minor injury (eg. bruise, cut or bump), this will be dealt with by a member of staff who is a qualified First Aider. Minor injuries, such as bumps or trips, will be dealt with and recorded and you will receive a first-aid slip. A parent/carer will never be presented at the close of a session with a child who has a significant injury without an explanation. They will use their judgement, where a doctor or ambulance should be called, and you will be immediately contacted too, if this should occur.

### **Safety**

The safety of children and adults is of paramount importance and our usual safeguarding policies will be in place at all times.

### **Environment**

Safety checks on equipment and premises (both indoors and outdoors) are carried out regularly within the normal LAAT policies. Outdoor space is securely fenced and external gates locked.

### **Supervision**

A daily attendance register will be taken to record time of arrival and departure and this will be used during any fire drills. All children will be supervised by adults at all times and will always be within sight of an adult. The ratio of adults to children will be in accordance with Government guidelines.

### **Collection Procedures**

Please note, that the staff cannot release a child into the care of an unauthorised person. If someone other than the parent/guardian is to collect the child, then they must use the password supplied in the first instance of booking and this can be passed onto a staff member of the extended school club via Dojo. Any adult who does not know the password, will not be permitted to collect the child and we will make contact with you should this situation occur.

For Breakfast Club, children will be dropped/off and collected from the main reception entrance. For After-School Club, children will be dropped/off and collected from the main reception entrance or the KS2 gate (if **ALL** of the children are playing outside near the trim trail).

### **Uncollected Children**

Under emergency conditions children will be kept under supervision until an authorised collector arrives. A reminder that a charge will be incurred.

**All children must be collected and cannot leave the school alone. An authorised adult must collect the children.**

### **Child Protection**

Our extended school club will be covered under Sutterton Fourfields Child Protection Policy, which is available on our website.

The following information will be required:-

- All emergency contact numbers kept up-to-date via BromCom.
- Detailed information on any illness/allergies/food intolerances kept up-to-date via the school office.
- A “password” system will be used if someone other than the usual person is due to collect the child.