



Shrivvenham
Church of England Primary School

All things are possible for one who believes

Extended Provision Policy

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Author: J Scutt

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Mission

We ensure our children learn in a nurturing environment where we value everyone as individuals, care for one another and foster positive emotional growth and well-being. Through our broad and balanced curriculum, we inspire, motivate and challenge our children to become independent and confident learners, maximising intellectual, social, physical and spiritual development. We put Shrivenham School at the heart of village life, actively encouraging partnership with parents, the Church and the wider community.

Vision

At Shrivenham, we give every possible opportunity for individuals to believe in themselves, others and God through the promotion of love, hope and courage in order to flourish and fulfil their unique potential, to work well together and positively contribute to the wider community.

'All things are possible for one who believes' (Mark 9:23)

Values

LOVE

Love is the core value that underpins all that we do at Shrivenham CE Primary School. Jesus demonstrated his unconditional love during his time on earth indiscriminately, and as followers of Jesus we aim to walk in his footsteps.

We show love to everyone by putting others before ourselves. By working together as part of a strong and supportive family, we can all achieve more - socially, emotionally and academically.

HOPE

Hope is a core value for our church school because we share in the joy that comes from the belief that there is always hope and all is never lost. Hope is an attitude of mind that we develop through faith in God and each other.

In our school this helps is to keep going even when things get hard and when we face new challenges. Together we can turn hope into reality.

COURAGE

Courage is a core value for our church school because God asks us to be brave in the face of hardship. The book of Joshua reminds us to stand against injustice and to be the best we can be when things are difficult.

At our school, we have courage to stand by our beliefs and are committed to what is right and true.

Curriculum Intent

At Shrivenham CE Primary School we aim to make every day full of wonder, excitement, challenge and fun, equipping today's children for tomorrow's world.

Every child at Shrivenham is recognised and valued as a unique individual. We celebrate and welcome differences within our school community. The ability to learn is underpinned by the teaching of basic skills, knowledge, concepts and making connections. We constantly provide opportunities for the children to develop as independent, confident, successful learners with high aspirations who know how to make a positive contribution to their community and the wider society. There is a high focus on developing children's moral, spiritual, social and cultural understanding (including British Values) alongside physical development, well-being and mental health. The school provides a highly inclusive environment where learners enjoy their education and pupils at all levels are helped to achieve their potential.

The school's curriculum development is carefully designed to ensure coverage and progression. It provides pupils with memorable experiences, in addition to diverse and rich opportunities from which children can learn and develop a range of transferable skills. The children's own community, its heritage and traditions are frequently used as a starting point for engaging interest. A primary focus of our curriculum is to raise aspirations, engender a sense of personal pride in achievement, and providing a purpose and relevance for learning. Community interaction is an essential part of our curriculum and values the chance to involve and be involved. Children are given a wide range of opportunities to take an active role in events throughout the year including sporting and artistic activities. Children leave the school with a sense of belonging to a tightly knit community where they have the confidence and skills to make decisions, learn from mistakes, self-evaluate, make connections and become lifelong learners

'All things are possible for one who believes'

Here at Shrivenham CE Primary school we provide an Extended Care Provision for working parents.

Places are allocated to children that attend full time education. The provision is registered to no more than 20 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.
- To provide a variety of stimulating and exciting play opportunities for the children in a group situation.

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 and familiar with the procedure.
- We will encourage the children to be independent, to experiment, to be creative and to develop self-discipline and acceptable behaviour.

Extended Care Provision Objectives

Shrivenham CE Primary School's extended care provision meet in The Haven (an additional building within the school grounds).

Opening Hours:

Breakfast Club: Monday – Friday 7.30am – 8.30am

After School: Monday – Friday 3.00pm – 5.45pm

How Extended Care Provision works

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.

Security

The club is committed to provide 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 1:10 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. 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 will be informed of the decision.
- Entrance to the club will be monitored to ensure security at all times. 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.

Complaints

In the event of staff, parents 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 should speak to a member of staff who should be responsive to your issues.
- If parents 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

Shrivenham CE 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 Shrivenham CE Primary School behaviour policy which can be found at www.shrivenhamschool.co.uk/policies

Special Educational Needs

General statement of values and beliefs

- 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.

Parent partnership

We understand that parents/carers know their child best, and we are happy to learn from them about the unique needs of their child. We would appreciate notification of any child who has a need in order for us to support and include the individual in every activity we plan.

Where we have a concern about any aspect of your child's development we will always talk to the parent/carer. We understand that circumstances vary at home and at school and these can have an effect on children's learning, emotions or behaviour.

In conclusion, we aim to include all children into our extended care provision regardless of their needs.

Emergency Evacuation Plan

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 Haven.

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

Food and Hygiene Policy

- Those responsible for the preparation of food should be fully aware of hygiene and storage regulations. All staff should hold a food hygiene certificate.
- Tables used for food and drink should be cleaned before and after use. Floors to 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 Food 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 that 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 concentrations and learning for the day ahead.

On a daily basis we aim to provide 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 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 Policy

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.

Toileting Policy

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 snack and if we feel for hygiene reasons their hands need to be clean.

Hand sanitiser is available at all times.

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

- Behaviour Policy
- Safeguarding and Child Protection Policy
- KCSIE 2022
- Breakfast Club and After-School Club leaflets