



**Shrevenham**  
Church of England Primary School

All things are possible for one who believes

# Extended Provision Brochure

## September 2024

## **Welcome**

I would like to introduce myself and my colleague who run the Extended Provision for Shrivenham CE Primary School.

My name is Mrs Trafford and alongside Ms Smith, I have been running the extended provision for the last two years. I started at the school as a Teaching Assistant over 6 years ago and Ms Smith has been working here for over 17 years so we both know the school and children very well.

Ms Smith and I work extremely hard to make the extended provision a happy, fun and creative place for the children to be, with lots of activities for them enjoy and take part in. We also offer a variety of healthy food for snack-time prepared by Ms Smith.

Moving into our new school has been really exciting. The children have access to some fantastic spaces including the school hall and the playground on top of the studio which is where all the arts and crafts take place.

We pride ourselves on building good relationships not only between staff and pupils but also between staff and parents. It is important to use to provide an environment that the children feel relaxed and cared for after a day at school.

Should you have any concerns or queries, please do not hesitate to contact us.

Mrs Trafford and Ms Smith

## **Extended Provision**

We provide a childcare service in the form of a breakfast club and after-school club for the use of Shrivenham CE Primary School children.

Breakfast Club will run from 7.30am – 8.30am, Monday to Friday.

After-School Club will run from 3pm-5.45pm, Monday to Friday (with two collection times).

The club will run during term time (excluding INSET days and other school closures) and will provide places for 20 children (we are hoping to increase this from Sept 24 if staffing allows).

Children attending the extended provision will be supervised by trained members of staff.

Food will be provided as part of the service from 7.30-8am at breakfast clubs and from 4-4.30pm at after-school club, but children may bring their own healthy snacks if they so wish.

Children will be offered a range of activities including games, drawing, quiet reading activities and ipads.

Staff will ensure that children are safely delivered to and from class each day.

## **Legal Considerations**

The full address of the club will be as follows:

Shrivenham CE Primary School  
Raven Way  
Shrivenham  
SN6 8FX

The extended provision will cater for children in the 3 – 11 years age range who attend Shrivenham CE Primary School (limited places for 3-4yr olds based on ratios).

The insurance cover includes:

- Public Liability Insurance (Indemnity £1,000,000)
- Employer's Liability Insurance (Unlimited Indemnity)
- Appropriate equipment insurance

All staff employed by the club will be required to be DBS police checked.

## **Extended Provision Policies**

You can find further detail regarding our extended provision and the policies we work within in the Extended Provision Policy on our website.

## **Extended Provision Fees**

The current cost (from Sept 24) for the extended provision is as follows:

£5.50 per session, per child for breakfast club

£11 per session, per child for after-school club (if collected by 4.45pm)

£13 per session, per child for after-school club (if collected between 4.45-5.45pm)

It may be necessary to change fees from time to time, however Parents/Carers will always be given at least one month's notice of this.

Payment must be paid a term in advance via ParentPay.

A Parent Contract will be set up for each child attending. This will cover the following areas:

- Club details
- Child's details
- Name of person responsible for payment

- Details of sessions to be attended
- Review date of contract

There will be an additional charge of £5.00 for any children collected after 5.45p.m.

These fees have been costed in line with the outgoings e.g. wages, materials, equipment, training etc. set against the number of sessions to be held and the numbers of children to be catered for. We cannot accept part payment for fewer hours as this is a place held by the child which cannot be given to someone else.

Payments need to be received a term in advance. The full amount will be charged unless 4 weeks cancellation notice is given. If parents are continually late collecting children this may result in a loss of place.

### **Behaviour Policy**

Our Behaviour Policy will be broadly in line with the School Behaviour Policy, however the atmosphere will be more relaxed and informal.

We will aim to encourage children to:

- Develop respect, compassion and honesty in their relationships
- Develop positive attitudes towards gender, race, non violence and disability
- Develop humour, sympathy, sensitivity, tolerance, independence, self-esteem and co-operation
- Develop a partnership which involves parents in the life of the school
- Understand and make contributions towards preserving the physical environment
- Appreciate and value the multicultural society in which we live

Our Behaviour Policy will be based on a whole school approach to positive reinforcement, modelling of good behaviour and restorative conversations.

The role of the parent in accepting responsibility for their child's behaviour will be an integral feature of the partnership between home and the Club. Good relationships between the staff and parents will be essential for this partnership to flourish. It will be the role of the professional to take the lead in developing such relationships.

Children who refuse/cannot conform to an acceptable level of behaviour in the club setting will undergo a range of behaviour modification programmes, following full consultation with parents. Exclusion will be the final sanction from such provision when all possible strategies have failed.

## **Summary**

The Extended Provision will be fulfilling an essential function within the local community and school. Within this context we aim to provide:

- A stimulating, safe and caring environment in which children can relax, enjoy varied activities and have fun
- Parents/carers with high quality childcare opportunities
- Equal opportunities for all children