



Shrivenham
Church of England Primary School

All things are possible for one who believes

Extended Provision Policy

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Future Review due: Sept 2027

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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

Shrivenham School gives everyone the opportunity to believe in themselves, others, and God. Through our values of love, hope and courage, everyone at our school will flourish, fulfil their unique potential and positively contribute to the 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.

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 30 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 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 age-appropriate 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 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.

How Extended Care Provision works:

Shrivenham CE Primary School's extended care provision meet in The Woodland classroom and they have access to the school hall and the playground too.

Opening Hours:

Breakfast Club: Monday – Friday 7.30am – 8.30am

After School: Monday – Friday 3.00pm – 5.45pm

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 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.
- 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.

Staffing

There will always be a minimum of two staff at each session, working within the relevant ratios for the age of the children. In addition to the extended provision staff, at least one member of the Senior Leadership Team is contactable. Parents should not drop off their children earlier than the start of 7.30am.

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 ParentPay at least 2 weeks prior. A registration form needs to be completed before access to ParentPay is granted 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 2026 – Breakfast Club **£6** per session

September 2026 – After-School Club **£11.50** (collected before 4.45pm) **£13.50** (collected by 5.45pm)

Payment/Non-payment

Your ParentPay account must be booked and paid for in advance of your child attending the sessions. Should advance booking not be completed and your child attends a session, there will be an additional admin charge applied, per child, per session. This admin fee is £3.

If you have not booked your child into a session and they attend, causing the numbers to exceed our maximum (30), then a charge will also be added to cover the additional staffing costs. This will be £15 per hour.

Cancellation of Extended Provision

The causes for cancellation could include:

- School closure due to adverse weather conditions or problems with the building, e.g. no heating or water supplies
- Lack of staffing to ensure safe ratios

In the event of closure, a member of school will either send a text message, 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 Extended Provision.

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.

Attendance at the extended provision can be cancelled by parents with 2 weeks notice and a refund will be given through ParentPay.

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 of School

- 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:

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.

Fire Procedure

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

- Staff to 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 Studio.

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

First aid

If first aid is administered, the pink first aid slips should be completed as per the school policy. A copy of this slip will be sent home to inform parents. If the child bumps their head, the parents will be contacted.

Medication

Inhalers are kept in the classrooms. If a child needs an inhaler, a member of the Extended Provision staff will escort the child to the classroom and observe that the medication has been taken correctly. All other medication 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 Extended Provision Supervisor for clarification.

Risk Assessment

A separate risk assessment will be completed for Extended Provision sessions and activities.

Food and Hygiene

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.

- 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.
- Should staff have any hot liquids, these will be in a sealed travel mug
- 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 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 Extended Provision, we provide children with a range of breakfast options to help aid concentration and learning for the day ahead. This consists of cereals, toast – with a range of toppings, seasonal fruits and on occasion, pastries.

In after school club, we aim to provide 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 sandwiches, 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/carers 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. There will be an additional late collection charge applied to the account should this be longer than 10 minutes. This charge is £5 per 15 minutes.

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.

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

- Relational Policy
- Safeguarding and Child Protection Policy
- KCSIE
- Extended Provision Brochure