



# Ellenbrook Community Primary School

Longwall Avenue, Ellenbrook,  
Worsley, M28 7PS



Ellenbrook  
COMMUNITY PRIMARY SCHOOL

## Extended Provision (Before & After School) Policy

Ellenbrook  
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| Date       | Review Date | Coordinator | Responsible Body    |
|------------|-------------|-------------|---------------------|
| 20/11/2020 | 20/11/2022  | SLT         | Full Governing Body |

The Ellenbrook Before and After School Club (EBASC) is run by Ellenbrook Community Primary School and exists to provide high quality out-of-school hours childcare for our parents and carers. It provides a range of stimulating and creative activities in a safe environment.

The club operates from 7.30am – 8.50am and from 3.30pm - 6.00pm term time, and current costs for each session can be obtained from the School Office or EBASC staff. A copy of this policy is provided to all parents of children attending Club and is also available on the school website.

**All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.**

### 1. Admission

Applications will be dealt with in the order they are received and places will be allocated by the School who has the final decision on applications.

Applications to the before and after-school club will be prioritised as outlined below:

- Existing users of the club who require the exact bookings in the next term as they've enjoyed in the previous term, will be guaranteed the same arrangements.
- Siblings of those who fulfil criteria (1).
- Children who require a full-time place (10 weekly sessions - 5 mornings & 5 afternoons) will be given priority. The more sessions in a week a child requires, the higher their priority. Once full-time / regular places children have been allocated, the policy below will then apply.

Once the deadline for applications has passed, all things being equal, applications will be prioritised by the order they are received. If the club is full, you may wish to be added to the waiting list. When a place / slot becomes available, they will be filled based on the criteria above and then on a first come, first served basis.

There is no guarantee that the specific days requested will be given, but every effort will be made to accommodate parents/carers requests.

Should existing users wish to make more than minor changes (e.g. a reduction of more than 2 slots) to their booking for the Autumn term, they will be treated as a new member. If parents who have had their places confirmed change their mind, they will have to pay for the first half-term in full.

If the School suspect anyone has abused the Admission Policy to secure a place, we reserve to right to remove your child from the club(s).

The School reserve the right to take into consideration special or exceptional personal circumstances to allow children to supersede the admissions criteria.

### 2. Booking & Payment

Places are strictly limited.

Once you have a place at the club, it is guaranteed until you voluntarily give it up, or the child leaves Ellenbrook School. The only way a place will not be guaranteed is if your account enters arrears. If you wish to take up your



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place at a later date, the admission policy / waiting list will apply. If you wish to increase the amount of sessions that your child requires, you must request this in writing to [ellenbrook.primaryschool@salford.gov.uk](mailto:ellenbrook.primaryschool@salford.gov.uk).

**Giving notice:** If you no longer require a place for your child or wish to reduce the amount of sessions that your child will attend, you must give a half-term's notice in writing to [ellenbrook.primaryschool@salford.gov.uk](mailto:ellenbrook.primaryschool@salford.gov.uk). Fees will be payable during this notice period whether or not your child still attends, this is strictly enforced.

### **Fees and payment**

The session costs for the Breakfast and After-school Club include breakfast and/or snacks.

|                       | From   | To    | Cost per day | Cost per week |
|-----------------------|--------|-------|--------------|---------------|
| <b>Breakfast</b>      | 07:30  | 08.55 | £5.05        | £25.25        |
| <b>After School</b>   | School | 18:00 | £8.25        | £41.25        |
| <b>Total For Both</b> |        |       | £13.30       | £66.50        |

You will be invoiced half-termly in advance for the sessions you have been allocated. Invoices will be sent out two weeks before the end of the half term, and all payments must be made by the first day back in school after each half-term.

- Parents will receive a reminder once this deadline has past, if payment is not received within 5 days of this reminder, a further reminder will be sent and a £5 admin charge will be added to the outstanding balance. If payment is not received within 5 days of this second reminder, a further £5 admin charge will be added, the debt will be passed to Salford City Council Debt Collectors and the child will lose their place at the club.
- If a child's account has any debts for EBASC or school dinners, we reserve the right to not offer or withdraw their place at the club
- Refunds for the absence of a child can only be given in exceptional circumstances and at the SLT's discretion.
- We accept most Childcare Vouchers; please email [ellenbrook.primaryschool@salford.gov.uk](mailto:ellenbrook.primaryschool@salford.gov.uk) for details.

Please note that fees may be increased periodically in order to cover the costs of running the club. You will be notified of any increases at least one half-term before they come into effect.

### **3. Arrival and Departure**

#### Before School Club

- Parents/Carers are required to bring their child *directly to club* and sign them in. You should enter the club via the community room entrance, the staff will be alerted to your arrival when you press the EBASC doorbell situated on the right of the double doors.
- Children will only be admitted from **7.30am** when members of staff are on the premises. **Under no circumstances should a child be dropped off at school before 7.30am as no staff will be available to sign your children in.**
- A register will be taken showing the arrival time of every child.
- Younger children will be taken to class by staff between 8:50am-8.55am.

#### After School Club



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- A staff member will collect all children attending the Club from their classrooms at 3:30pm.
- After-school club children attending a different club (sports/academic etc.) at the school should go directly from one club to the other, making themselves known to a member of staff. Younger children (KS1 and below) will be met at the time of the club finishing.
- When collecting their children from the after-school club, parents should ring the doorbell and wait for a member of staff to greet them. Staff will then handover the child and mark on the register the time they have left. Parents also have to sign their child out.
- If a member of the after-school club is at a different club (running concurrently), under no circumstances should a parent collect them from the other club without first notifying the after-school club.
- If a parent/guardian would like their child to be collected (or even met at the door) by anyone other than themselves (e.g. an older sibling/grandparent) that person must be on the 'Nominated Individuals' sheet completed at registration.
- Any change to the arrangements must be made in advance with EBASC.

### 4. Daily routine

Structure of a typical session (timings are approximate)

#### Breakfast

|        |                                                                                      |
|--------|--------------------------------------------------------------------------------------|
| 7.30am | Arrive and register. Free play activities – art table, puzzles, games, library books |
| 7.50am | Breakfast served (see sample menu)                                                   |
| 8.40am | Tidy up                                                                              |
| 8.50am | KS2 EYFS & KS1 children are escorted to class by staff                               |

#### After school

|        |                                                                                                                                       |
|--------|---------------------------------------------------------------------------------------------------------------------------------------|
| 3.30pm | Children collected from EYFS / arrive from Y1-6 classrooms & registered. All children are offered a drink & fruit/yoghurt on arrival. |
| 3.30pm | Indoor and supervised outdoor free play (weather permitting).                                                                         |
| 4.00pm | Snack time. This is a social time when the children sit down together for a snack.                                                    |
| 4.20pm | Activities continue                                                                                                                   |
| 5.35pm | Tidy up.                                                                                                                              |
| 6.00pm | Latest collection time                                                                                                                |

#### Activities

We offer a varied programme of activities including:

- Art table
- Role play area
- Construction activities - Lego, blocks, etc.
- Indoor and outdoor physical play - football, swing ball, rounders, cricket, hoops, skipping ropes, etc.



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- My Maths and other educational computer games
- Quiet corner / Reading / Homework
- Themed activities

Organised activities may be on offer but the emphasis is on child-centred and self-directed play. We have a good range of play equipment including books, games and puzzles.

### **Food**

We aim to provide a variety of healthy food from all the main food groups - a mixture of carbohydrates, protein, fruit and vegetables. In the afternoon we provide a snack to keep the children going until they get home, but it is not a full meal. If your child has any special dietary requirements, please speak to the Club-leader.

### **Breakfast**

- Quiet corner / Reading / Homework
- Themed activities
- Various cereals e.g. weetabix, cornflakes, rice crispies, cheerios & shreddiees
- Toast

### **After school**

A selection from the following items:

- Sandwiches / wraps / pitta bread / crackers
- Fruit
- Breadsticks with dips
- Fresh fruit – e.g. apples, pears, satsumas, bananas
- Fresh vegetables – e.g. cucumber, tomatoes
- Cheese
- Water / milk

## **5. First Aid**

All current school policies will apply.

- Please note: The school registration form contains an authorization giving staff permission to act “in loco parentis”. If you cannot be contacted in time, the Clubleader will invoke that authority to take action to gain appropriate medical treatment for your child.
- All accidents will be recorded in the school accident book, accurately reported to the parents/carer upon collection and signed by a member of EBASC staff.
- Accident records must give details of; time, date and nature of the accident, details of the child involved, type and location of the injury, action taken, and by whom.
- All incidents are dealt with by a qualified first aider.

Parents of any child who become unwell during Club will be contacted immediately. If a child is sent home during school hours, Club will be informed of their absence.

### **Club rules**

Staff will use the existing school behaviour management system which is age appropriate.



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All places are allocated at the discretion of the School and can be withdrawn at any time if a child's behaviour endangers either himself/herself or others.

### 6. Collection

If a child has not been collected by 6.00pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately one hour, the police and Social Services will be informed.

**A charge will be levied for late collection. A fee will be applied for late collection from 6.10pm onwards at £1 per minute per child. This charge will be added to the following month's invoice.**

### 7. Complaints

We hope that you will be happy with the service that we provide, however should you wish to make a complaint the school complaints policy will apply.

### 8. Contacts

Address for correspondence:

Ellenbrook Primary School Before and After School Club,  
2 Longwall Avenue,  
Ellenbrook,  
Worsley,  
Manchester  
M28 7PS

**Club Contact Number: 07756 025787 (only available during club hours)**

In an emergency please ring the School office: 0161 799 6347

Please return any correspondence to Ellenbrook Primary School office, or to the address above.

|                            |                      |              |            |
|----------------------------|----------------------|--------------|------------|
| <b>Headteacher:</b>        | Roger Blackburn      | <b>Date:</b> | 20/11/2020 |
| <b>Chair of Governors:</b> | Suzanne Charlesworth | <b>Date:</b> | 20/11/2020 |
| <b>Policy Number:</b>      | EB-FP-01             |              |            |

**Ellenbrook Before and After School Club**

I .....parent/carer of ..... have read and accept a copy of the EBASC club policy and agree to abide by the terms there in.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Ellenbrook Community primary School Before and After School Club each month when invoiced.

The sessions in this contract are 7.30am – 8.50am and 3.30pm – 6.00pm.

Signed:.....

Date:.....

## Appendix 1-

### **PUPIL PERSONAL INFORMATION\***

\*This information will be collated and stored in line with the schools' privacy notice and data protection policies.

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>SURNAME:</b>      |  | <b>FORENAME</b>   |  |
| <b>HOME ADDRESS:</b> |  |                   |  |
| <b>POST CODE:</b>    |  | <b>TELEPHONE:</b> |  |

### **MOTHER/CARER INFORMATION**

|                         |  |                  |  |                 |           |
|-------------------------|--|------------------|--|-----------------|-----------|
| <b>TITLE:</b>           |  | <b>FORENAME:</b> |  | <b>SURNAME:</b> |           |
| <b>PHONE: Club time</b> |  |                  |  |                 | <b>1.</b> |
| <b>Mobile</b>           |  |                  |  |                 | <b>2.</b> |
| <b>Home</b>             |  |                  |  |                 | <b>3.</b> |
| <b>Work</b>             |  |                  |  |                 | <b>4.</b> |

### **FATHER/CARER INFORMATION**

|                         |  |                  |  |                 |           |
|-------------------------|--|------------------|--|-----------------|-----------|
| <b>TITLE:</b>           |  | <b>FORENAME:</b> |  | <b>SURNAME:</b> |           |
| <b>PHONE: Club time</b> |  |                  |  |                 | <b>1.</b> |
| <b>Mobile</b>           |  |                  |  |                 | <b>2.</b> |
| <b>Home</b>             |  |                  |  |                 | <b>3.</b> |
| <b>Work</b>             |  |                  |  |                 | <b>4.</b> |

### **OTHER CONTACT INFORMATION – Please provide at least two**

|                              |  |                  |  |                 |           |
|------------------------------|--|------------------|--|-----------------|-----------|
| <b>TITLE:</b>                |  | <b>FORENAME:</b> |  | <b>SURNAME:</b> |           |
| <b>PHONE: Club time</b>      |  |                  |  |                 | <b>1.</b> |
| <b>Mobile</b>                |  |                  |  |                 | <b>2.</b> |
| <b>Home</b>                  |  |                  |  |                 | <b>3.</b> |
| <b>Work</b>                  |  |                  |  |                 | <b>4.</b> |
| <b>RELATIONSHIP TO CHILD</b> |  |                  |  |                 |           |

### **OTHER CONTACT INFORMATION – Please provide at least two**

|                              |  |                  |  |                 |           |
|------------------------------|--|------------------|--|-----------------|-----------|
| <b>TITLE:</b>                |  | <b>FORENAME:</b> |  | <b>SURNAME:</b> |           |
| <b>PHONE: Club time</b>      |  |                  |  |                 | <b>1.</b> |
| <b>Mobile</b>                |  |                  |  |                 | <b>2.</b> |
| <b>Home</b>                  |  |                  |  |                 | <b>3.</b> |
| <b>Work</b>                  |  |                  |  |                 | <b>4.</b> |
| <b>RELATIONSHIP TO CHILD</b> |  |                  |  |                 |           |

Appendix 1-

**PUPIL – MEDICAL INFORMATION**

|                           |  |                            |  |
|---------------------------|--|----------------------------|--|
| <b>DOCTOR'S PRACTICE:</b> |  | <b>MEDICAL CONDITIONS:</b> |  |
|---------------------------|--|----------------------------|--|

Is there a current Health Care Plan in school?      Yes/No

**DIETARY INFORMATION**

Allergies

Veg/Halal

**Please specify further detailed information if you have ticked any of the above or would like to add any other relevant information:**

.....

.....

.....



# Appendix 1-

## **NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD**

**CHILDS NAME**.....

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers.

|          | <b>Name of Individual</b> | <b>Relationship to the child</b> |
|----------|---------------------------|----------------------------------|
| <b>1</b> |                           |                                  |
| <b>2</b> |                           |                                  |
| <b>3</b> |                           |                                  |
| <b>4</b> |                           |                                  |
| <b>5</b> |                           |                                  |
| <b>6</b> |                           |                                  |
| <b>7</b> |                           |                                  |