



# Sandcross Primary

## Extended Day Policy February 2024

Date:	February 2024	
Last reviewed on:		
Next review due by:	February 2025 (annual)	
Version:	Date:	Notes:

### Intent

The Extended Day services at Sandcross School, encompassing both Harmony and Melody Breakfast and After School Club, are designed to provide a seamless and enriching extension to the school day. Our aim is to offer a supportive, engaging, and safe environment where children can explore, learn,

and relax before and after school hours. This policy underscores our commitment to ensuring a high-quality, consistent care service that aligns with our school's ethos of respect, resilience, kindness, and responsibility.

### **Implementation**

#### **Harmony** Breakfast and After School Club (Reception to Year 6)

- Operating Hours:
  - Breakfast: 07:30 AM - 08:40 AM
  - After School: 03:15 PM - 06:00 PM
- Fees:
  - Breakfast Club: £7.00
  - After School Club until 6pm: £12.00
  - Reduced After School Slot (3:15 PM - 4:15 PM): £3.50
  - Registration Fee: £10.00 per family
- Booking and Payment:
  - Advance booking via Scopay/Tucasi required, with a 24-hour notice.
  - Notification for non-attendance and cancellations with at least a week's notice is required to avoid charges.
  - All terms and conditions, including payment methods and booking details, are outlined in the attached documents.

From September 2024

#### **Melody** Breakfast and After School Club (Nursery Children only)

- Operating Hours:
  - Breakfast: 07:30 AM - 08:40 AM
  - After School: 03:15 PM - 06:00 PM
  - The Nursery day - 08:30-14:30 - is included as part of a child's eligible or additional Nursery hours.
  - Post-Nursery care 14:30 - 15:30
- Fees for Melody Nursery club:
  - Breakfast Club: £9.00
  - Post-Nursery care 14:30 - 15:30 at £7.50.
  - After School Club: £15.00
  - After School Club: 15:30 - 17:00 - £10, including a snack and drink.
  - Reduced After School Slot (3:30 PM - 4:15 PM): £3.50
  - Registration Fee: £10.00 per family

### Nutrition and Dietary Requirements

- A nutritious breakfast and a healthy afternoon snack are provided, adhering to nut-free and melon-free guidelines.
- Specific dietary needs should be communicated in advance to accommodate all children safely and effectively.

### Qualifications

- For Melody club, staff will operate the provision according to the Early Years Framework and have the appropriate EY qualifications
- For Harmony club, staff will operate the provision according to the statutory requirements wraparound care
- Ongoing professional development in play work and Early years provision for all Extended Day staff
- To count within the ratios at level 3, staff holding an Early Years Educator qualification must also have achieved a suitable level 2 qualification in English.'
- Staffing arrangements must meet the needs of all children and ensure their safety. We will ensure that children are adequately supervised, including whilst eating, and decide how to use staff to ensure children's needs are met.

### Ratios for Melody

For children aged three and over in registered early years provision at any time where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is working directly with children:

- There must be at least one member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification.

For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another approved level 6 qualification is not working directly with children:

- There must be at least one member of staff for every eight children.
- At least one other member of staff must hold an approved level 3 qualification.
- At least half of all other staff must hold an approved level 2 qualification.

For children aged three and over in independent schools (including in nursery classes in free schools and academies) where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, an instructor, or another suitably qualified overseas trained teacher, is working directly with children:

- For classes where the majority of children will reach the age of five or older within the school year, there must be at least one member of staff for every 30 children.
- For all other classes there must be at least one other member of staff for every 13 children.
- At least one other member of staff must hold an approved level 3 qualification.

For children aged three and over in independent schools (including in nursery classes in free schools and academies) where there is no person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another approved level 6 qualification, no instructor, and no suitably qualified overseas trained teacher, working directly with children:

- There must be at least one member of staff for every eight children.
- At least one member of staff must hold an approved level 3 qualification.
- At least half of all other staff must hold an approved level 2 qualification.

### **Ratios for Harmony**

- Reception age 'and older' (reception and Key Stage (KS) 1 & 2), you must use the same ratios you use for a class of 30

To work out ratios, you should first consider the youngest children in the group and the number of staff needed for them.

The DfE explained this to us.

For example, if a club caters for a mixed group of 20 children, and:

- 3 children are aged five (1:30 ratio for this age, so at least 1 adult required)

### **Staffing and Safety**

- We will always ensure that we over staff the provision to ensure a safe and calm environment and to allow for the flexibility of staffing
- All staff are DBS vetted, trained, and committed to safeguarding the children in their care.
- Registrations are mandatory for attendance, with a detailed process for bookings, cancellations, and payments to ensure the smooth operation of the club.

### **Arrivals, Departures, and Absences**

- Strict procedures for signing in/out, late collections, and addressing absences ensure the safety and accountability of all children.
- Detailed guidance on behaviour expectations, illness protocols, and data protection practices uphold the welfare and privacy of the school community.

Food safety advice for children age 5 and under

How to reduce the risk of choking

Food preparation:

- remove any stones and pips from fruit before serving
- cut small round foods, like grapes, strawberries and cherry tomatoes, lengthways and into quarters
- cut large fruits like melon, and hard fruit or vegetables like raw apple and carrot into slices instead of small chunks
- do not offer raisins as a snack to children under 12 months – although these can be chopped up as part of a meal
- soften hard fruit and vegetables (such as carrot and apple) and remove the skins when first given to babies from around 6 months
- sausages should be avoided due to their high salt content, but if offered to children these should be cut into thin strips rather than chunks and remove the skins
- remove bones from meat or fish
- do not give whole nuts to children under five years old
- do not give whole seeds to children under five years old
- cut cheese into strips rather than chunks
- do not give popcorn as a snack
- do not give children marshmallows or jelly cubes from a packet either to eat or as part of messy play activities as they can get stuck in the throat
- do not give children hard sweets

### Supervision

Infants and young children should be seated safely in a highchair or appropriately sized low chair while eating. Infants and young children should never be left alone while they are eating, and staff should be familiar with paediatric first aid advice for children who are choking.

The criteria for effective Paediatric First Aid (PFA) training can be found in the [Statutory framework for the early years foundation stage](#), Annex A.

### Impact

Our Extended Day services are integral to supporting the work-life balance of our families, providing children with additional opportunities for growth and development outside regular school hours. Through a structured yet flexible program, we aim to enhance the overall learning experience, foster independence, and instil a sense of belonging and community among our children.

### Review and Feedback

- This policy will be reviewed annually to reflect updates, feedback from parents, staff, and children, and any changes in regulatory or school guidelines.
- Continuous improvement will be sought through engagement with our school community, ensuring our Extended Day services remain responsive to the needs of our children and families.

Respect

Resilience

Kindness

Responsibility



For further details, terms, and conditions, please refer to the attached documents or visit our website at [www.sandcross.surrey.sch.uk](http://www.sandcross.surrey.sch.uk).