

Emmaville Primary School

**Extended School
Services/Wraparound
Provision Policy**

2023 - 2025





Extended School Services / Wraparound Provision Policy

The Governing Body and Teaching Staff at Emmaville School are committed to offering a range of services that will benefit the children and the Community of Crawcrook.

Since October 2012 the school has been in a position to offer Extended School Services at the end of the school day as well as at the beginning. Further information in respect of this service is available on the school website. This provision is run through the Governing Body of the school and is supervised by existing members of staff who are familiar to the children. As well as being known to the children, the staff have all of the necessary qualifications and training to care for the children who may access this provision.

Joanne Liddle organises the wraparound provision therefore all enquiries and bookings should be emailed to Joanne Liddle - joanneliddle@emmavilleprimary.org.uk

Breakfast Club

This service is available from 7.30am each day.

There is an initial registration fee of £5.00. Children can attend every day if parents wish.

After the initial registration fee, the costs are:
£3 from 7.30am until 8.50am;
£2 from 8am until 8.50am.

The fee includes a healthy breakfast. There is always a choice of cereal and fresh fruit, hot and cold drinks are served as is toast, crumpets, pancakes or muffins. Sometimes a continental breakfast is provided. After breakfast, children can play a variety of games or participate in an art activity. Children are occupied and supervised until it is time for them to go into class



Extended School's Services

An After-School Club is also available.

After School Club is open until 5.55pm on an evening, and the same applies as the Breakfast Club; there is an initial registration fee of £5.

The session costs are:

1 session until 4.15pm - £3

2 sessions until 5.15pm - £6

3 sessions until 5.55pm - £9

The fee includes a light snack which will vary from day to day.

Handover

Nursery, Reception & Key Stage 1 children should be dropped off at the Nursery entrance (Rear Yard). At the end of their time in after school club, children should be collected by an adult at the same door.

Children in Key Stage 2 accessing this provision should be collected and dropped off at the Hall door (Front Yard).

Uncollected Children

We ask that children are collected promptly at the end of after school club as staff are only employed until 5:55pm. A charge of £5 will be incurred for any late arrivals for every 15 minutes after this time. The charge will be used to cover the costs of overtime to be paid to staff.

Parents who wish to start using our wraparound service need to collect a registration form from Joanne Liddle at the school office.

Person responsible for reviewing this policy: Avril E. Armstrong

This policy was reviewed and updated in October 2023