



Melcombe Primary School Extended Day Policy

Reviewed By: Louise Gilbert, Phoebe Wight and Veronica Adeleye February 2018
Adopted 22nd February 2018
Reviewed by Curriculum Committee 13th November 2018

Date adopted: 13th November 2018

Signed Emma Anderson

Date 13.11.18

Emma Anderson
Chair of the Governing Board

Date for Review: 13th November 2020

'Early Bird' Breakfast Clubs

Breakfast Club at Melcombe Primary School is held in the Middle Hall, every school day, for children from Nursery to Year 6.

- Breakfast Club serves a choice of cereals, fruit and toast every day, with a drink.
- Children are provided with a choice of learning based activities once they have finished breakfast.
- The number of children that attend must not exceed 30.

Times

- Breakfast Club begins at 8am and finishes at 8.50am.
- The children are taken to their class line by 8.55am.
- In exceptional circumstances, it may be possible for children to attend Breakfast Clubs from 7:30am, however this must be organised by making a request to Ms Adeleye.

Cost and Payment

- The cost of Breakfast Clubs is £3 per day per child.
- There is a £5 fee for emergency bookings or one-off bookings, which include all non-regular bookings.
- Unless the booking is an emergency booking, parents must pay a week in advance.

Staffing

Breakfast Club is supervised by 3 adults.

- Breakfast Club leaders begin at 7.00am to set up and they finish at 9.30am, once clear up is complete.
- The staff to child ratio is 1:10.

After School Clubs

Times

- Clubs run from 3.15pm to 4.30pm.

Logistics

- Each teacher has a register of all the children in their class that are in clubs for each day.
- The children are collected from class at 3.15pm and brought down to the Bottom Hall where they meet and are registered by their club leaders.
- The registers are kept by the club leaders during the club and then returned to the office where they remain at all other times.
- Children are dismissed in the South Playground at 4.30pm.

Clubs

- The choice of clubs varies from term to term depending on staffing, demand and outside agencies.
- Most sports coaching clubs will have a KS1 and KS2 option.
- There is a minimum sign up requirement for clubs to run; this differs from club to club.

Sign up and Payment

- Parents will receive sign up letters in the last weeks of the term prior to clubs beginning.
- Parents can choose up to 5 clubs (1 per day).
- The Extended Day Leaders will sign up the children giving preference to first choices, children who have not had places before, children who have not been collected late and children who have not paid late.
- The children are then given a provisional place before the end of the term.
- Parents are required to pay for the full term on a given date to secure their child's place.
- Any unpaid spaces will be offered to other children on a first come, first served basis.
- The prices will vary depending on the club.

Staffing

- Support Staff will run classroom-based clubs at a ratio of 1:15
- Lullah Sports Agency will run sports coaching clubs at a ratio of 1:20
- Ghost Dance Agency will run Street Dance at a ratio of 1:20
- Reflect Productions will run Martial Arts and Drama at a ratio of 1:16

Please note the proposed staff ratios are in line with the recent Ofsted changes and have been discussed between the Governors of the school and the Extended Day Leaders. The Out of School Alliance guidance (Online Independent Advice) has been taken into consideration.

The staff ratios take in to account staffing qualifications, age ranges of children, the nature of each activity, the space allocated for each activity, the liability insurance and normal practice of outside agencies in neighbouring schools and demand for wrap-around care.