



**MICHAEL
FARADAY
SCHOOL**



EXTENDED SCHOOL POLICY

JUNE 2026

INTRODUCTION

The Extended Schools Provision at Michael Faraday Primary School exists to provide high-quality wraparound childcare for families before and after the school day. The provision is available to all children on roll at the school from Reception to Year 6 and operates during term time only.

The provision includes:

- Breakfast Club
- After School Club

The Extended Schools provision offers a safe, secure and welcoming environment within the school's ethos of nurturing the "whole child" - body, mind and spirit. Children are cared for by experienced school staff in a familiar setting where positive relationships, wellbeing and inclusion are prioritised.

A range of indoor and outdoor activities are available daily, allowing children opportunities to socialise, relax, play and develop independence within a safe and nurturing environment.

The provision is led by the Extended Schools Manager and operates in line with the school's safeguarding, behaviour and welfare procedures.

AIMS

The aims of the Extended Schools provision are:

- To provide a happy, welcoming and secure environment at the start and end of the school day where all children are valued.
- To support working parents and carers by providing reliable and affordable childcare.
- To provide a service that is consistent and dependable, enabling parents to have confidence and peace of mind whilst their child is in our care.
- To ensure the highest standards of safeguarding, welfare and supervision at all times.
- To promote children's emotional wellbeing, confidence, independence and social development.
- To provide opportunities for children to engage in enjoyable indoor and outdoor play experiences.
- To work in partnership with parents and carers.

OPENING TIMES

The Extended Schools provision operates during term time only.

Breakfast Club

- Monday to Friday 8.00am – 8.45am

After School Club

- Monday to Friday 3.15pm – 6.00pm

The provision does not operate:

- On INSET/staff development days
- During school holidays
- On the afternoon of the final day of each term, when school closes at 1.30pm

ADMISSIONS

Places are allocated on a first come, first served basis and are subject to availability and capacity.

Only children attending Michael Faraday Primary School are eligible to attend the provision.

When making a booking, parents/carers agree to the terms and conditions set out within this policy.

Attendance registers are completed daily for all children attending Breakfast Club and After School Club.

The school reserves the right to withdraw a place where:

- Fees remain unpaid;
- Repeated late collection occurs;
- A child's behaviour compromises the safe running of the provision;
- The provision is unable to safely meet a child's needs within available staffing capacity.

BOOKINGS AND FEES

To ensure consistency, appropriate staffing levels and high standards of care:

- All sessions must be booked in advance through Magic Booking.
- Payment is required at the time of booking. Sessions cannot be booked without payment being made.
- Fees are charged for all booked sessions, including absences, unless the school is closed.
- There is no reduction in fees for partial attendance or early collection.
- Current fees are published on the school website.
- For families with more than one child attending, the oldest child will be charged at the full rate and siblings will receive a 20% discount.
- Emergency same-day bookings may only be made via the school office and are subject to availability.

As bookings and payments are managed through Magic Booking, fees cannot be paid retrospectively.

ROUTINES

Breakfast Club (8.00am – 8.45am)

Parents/carers must escort children to the hall.

Children choose breakfast items and are encouraged to make healthy choices.

8.35am – tidy-up time.

8.45am – KS2 children independently go to class; younger children are escorted by staff.

After School Club (3.15pm – 6.00pm)

Reception, Year 1 and Year 2 children are escorted by their class Teaching Assistant.

KS2 children independently make their way to the hall for registration.

3.45pm – 4.30pm – snacks and drinks provided.

Indoor and outdoor free play and planned activities follow.

5.45pm – tidy-up time.

Activities may include:

- Arts and crafts
- Team games
- Outdoor play
- Board games and puzzles
- Quiet reading and relaxation activities

Although formal homework support is not provided, children may complete homework independently if they wish.

MEALS AND DIETARY REQUIREMENTS

Breakfast and after school snacks are included within the fees.

The school promotes healthy eating and follows the Whole School Food Policy.

Parents/carers must notify the school of:

- Allergies;
- Dietary requirements;
- Medical conditions.

Medical information must be kept up to date at all times.

Fresh drinking water is always available.

BEHAVIOUR EXPECTATIONS

We are proud of our nurturing learning environment and expect it to be respected by all members of the school community.

The Extended Schools provision promotes a respectful, friendly and caring atmosphere, with high expectations for behaviour, cooperation and positive relationships. The school's behaviour ethos and expectations apply at all times within Breakfast Club and After School Club.

Children are expected to:

- Demonstrate the school value of respect and respond appropriately to adult instructions and expectations;
- Treat staff, peers and the school environment with kindness and consideration;
- Use equipment, resources and play spaces safely and responsibly;
- Behave in a way that keeps themselves and others safe.

We recognise that some children may find the end of the school day more challenging. Staff use consistent routines, positive behaviour strategies and supportive approaches to help children regulate their emotions, make positive choices and enjoy their time within the provision.

Where behaviour becomes a concern:

- Parents/carers will be informed;
- Appropriate support strategies and reasonable adjustments will be considered where appropriate;
- Significant incidents will be recorded and monitored.

In the event that a child's behaviour consistently compromises the safety, wellbeing or positive experience of others, or impacts the safe running of the provision, the school reserves the right to withdraw the child's place. Any such decision would be made carefully and in partnership with parents/carers.

EQUAL OPPORTUNITIES AND INCLUSION

Michael Faraday Primary School is an inclusive school where the wellbeing and progress of every child is valued.

The Extended Schools provision:

- Follows all school inclusion and SEND policies;
- Liaises with class teachers, the SENDCO and families where appropriate;
- Makes reasonable adjustments wherever possible;
- Promotes equality of opportunity and respect for all.

Where children have complex SEND needs or require significant additional adult support during the school day, parents/carers are encouraged to discuss individual needs with the School Business Manager prior to booking.

This ensures that appropriate arrangements, reasonable adjustments and safe staffing can be considered.

SUPERVISION AND SAFETY

Children are supervised at all times.

The school ensures that:

- Appropriate adult-to-child ratios are maintained;
- Registers are completed on arrival and departure;
- Risk assessments are in place for activities and spaces used;
- First aid provision is available at all times;
- Outdoor play areas are supervised appropriately.

Children may access areas including:

- The hall
- Playground
- Field
- Forest School area

Access to all areas is supervised by staff.

All staff are first aid trained.

ACCIDENTS AND INJURIES

The safety and wellbeing of children attending the Extended Schools provision is a priority at all times.

All staff working within the provision are first aid trained and are able to respond appropriately to minor injuries and medical incidents.

All accidents, injuries and medical incidents in breakfast club, will be recorded using the school system.

All accidents, injuries and medical incidents in afterschool club will be recorded on Magic Booking by staff as soon as reasonably possible after the incident has occurred.

Parents/carers will be informed of any incident where:

- A child has sustained a head injury;
- An injury has resulted in a visible mark, bruise, swelling or bump;
- A child has experienced an asthma-related concern or breathing difficulty;
- Medical treatment or ongoing monitoring has been required;
- Staff believe the incident is significant or may require follow-up at home.

For minor incidents where no ongoing concern remains, staff will use professional judgement to determine whether verbal communication with parents/carers is necessary at collection.

In the event of a serious accident or medical emergency, staff will assess the situation and respond appropriately. Where an injury or condition is considered potentially life-threatening or requires urgent medical attention, emergency services will be contacted immediately before parents/carers are informed.

In cases where the injury appears serious but not immediately life-threatening, staff may contact parents/carers first to discuss the most appropriate course of action, including whether immediate collection or medical assessment is required.

The school will always act in the best interests of the child, taking into account the nature and severity of the injury, the level of risk and the need for urgent medical intervention.

(ASC ONLY) COLLECTION PROCEDURES AND LATE COLLECTION

Children attending the Afterschool Club (ASC) will only be released to a responsible and authorised adult named on the child's Magic Booking account/booking form.

The regular person collecting a child must be aged 16 years or over.

If parents/carers wish for an older sibling to collect their child, written permission must be provided to the school in advance via email. In these circumstances, the sibling must be in Year 4 or above and staff must be satisfied that the arrangement is appropriate and safe.

If collection arrangements differ from those stated on the booking form, parents/carers must contact the school by telephone or email in advance to provide:

- the full name of the person collecting the child;
- confirmation that the arrangement is authorised

An agreed collection password must be on the booking form. Parents/carers must ensure that the authorised person collecting the child knows the collection password.

Adults collecting children will be asked to provide the collection password and where staff are unfamiliar with them, they may also be asked to provide identification.

All children must be signed out by the collecting adult before leaving the provision.

Access to the Afterschool Club is via the main school gate on Hopwood Road.

Late collection fines:

Children must be collected promptly by 6.00pm.

Late collection charges will apply as follows:

£5 for the first 15 minutes;
£2.50 for every additional 5 minutes thereafter.

Persistent late collection may result in the withdrawal of the child's place at the Afterschool Club.

If parents/carers are delayed due to exceptional circumstances, they must contact the provision as soon as possible to inform staff of the delay and provide an estimated time of arrival.

SAFEGUARDING, WELFARE AND RAISING CONCERNS

The safety and wellbeing of children is the school's highest priority.

The Extended Schools provision operates in line with:

- The school's Safeguarding and Child Protection Policy;
- Keeping Children Safe in Education;
- All relevant statutory guidance.

All staff:

- Are fully DBS checked;
- Receive safeguarding training and regular updates;
- Understand their duty of care and safeguarding responsibilities;
- Follow the school's procedures for reporting concerns.

Any safeguarding concern will be referred immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL.

Parental concerns

If a parent/carer has a concern regarding Breakfast Club, they should contact:

- Ann Dowie, School Business Manager

If a parent/carer has a concern regarding After School Club:

- Natalie Thornhill, Extended Schools Manager, should be contacted in the first instance.

Most concerns can be resolved informally and promptly at this stage.

If concerns remain unresolved, parents/carers should contact a member of the Senior Leadership Team.

Concerns raised by parents will be recorded and investigated in line with the school's Complaints Policy.

All concerns are taken seriously and handled sensitively and confidentially.

Whistleblowing

All Extended Schools staff are aware of and follow the school's Whistleblowing Policy.

If a staff member has concerns regarding:

- A child;
- A colleague;
- Unsafe practice;
- Safeguarding procedures;

they must report concerns immediately to the Designated Safeguarding Lead or Deputy DSL and follow school safeguarding procedures without delay.

Safeguarding concerns are never managed informally or outside statutory procedures.

STAFFING RESPONSIBILITIES

School Business Manager

Ann Dowie oversees:

- Fees
- Enrolment
- Policies and procedures
- Extended Schools Manager

Extended school manager

Natalie Thornhill is responsible for the day-to-day management of the After School Club, including:

- Daily organisation and running of the provision
- Staffing and supervision
- Planning activities and routines
- Liaising with parents/carers where appropriate
- Reporting safeguarding concerns to the Designated Safeguarding Lead (DSL)

Senior Leadership Team (SLT)

The Senior Leadership Team oversees:

- The overall quality and effectiveness of the provision
- Staffing and HR matters
- Significant behaviour concerns
- Safeguarding and child protection procedures

All staff working within the Extended Schools provision are employees of Michael Faraday Primary School and receive ongoing professional training, including safeguarding and first aid training where appropriate.

RELATED POLICIES

The Extended Schools provision follows all relevant school policies, including:

- Safeguarding and Child Protection
- Behaviour
- Equality
- Health and Safety
- Complaints
- Data Protection
- Whole School Food Policy
- First Aid
- Medical Needs
- SEND and Inclusion

Policies are available on the school website or in hard copy upon request.

CONTACT INFORMATION

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 Ofsted Registration Number: 100803

School Landline: 0207 703 5806
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 Email: info@michaelfaraday.southwark.sch.uk
 If urgent, please contact the school landline or the After School Club mobile number.