



**MICHAEL
FARADAY
SCHOOL**



EXTENDED SCHOOL POLICY
SEPTEMBER 2026

PURPOSE AND SCOPE

Michael Faraday Primary School operates Breakfast Club and After School Club directly as part of the school's activities.

Day-to-day management is the responsibility of the Extended Schools Manager, with oversight from the school's senior leadership.

The provision offers high-quality, affordable childcare outside normal school hours for pupils on roll from Reception to Year 6. It provides a safe, secure and welcoming environment within the school's ethos of nurturing the whole child – body, mind and spirit. Children can take part in a range of supervised indoor and outdoor activities.

This policy sets out how the provision operates and the arrangements for booking, payment, safeguarding, supervision, inclusion, behaviour, food, medical needs and collection. A copy is available on the school website or from the school office.

AIMS

- To provide a happy and welcoming place at the beginning and end of the school day where every child is valued.
- To support families by providing affordable, consistent and reliable childcare.
- To give parents and carers confidence that their children are safe, well supervised and cared for.
- To promote positive relationships, healthy choices, play, creativity and enjoyment.
- To maintain high standards of safeguarding, welfare, inclusion and supervision.

OPENING TIMES

- Breakfast Club: 8.00am to 8.45am, term time only.
- After School Club: 3.15pm to 6.00pm, term time only.

The clubs do not operate during school holidays or on staff development (INSET) days. After School Club does not operate on the afternoon of the final day of each full term, when the school closes at 1.30pm.

Parents and carers will be notified of any other changes to opening arrangements.

ADMISSIONS AND REGISTRATION

The provision is available only to pupils currently on roll at Michael Faraday Primary School. Places are subject to availability and are allocated on a first-come, first-served basis.

Before a child attends, parents and carers must provide accurate registration information through Magic

Booking, including:

- at least two emergency contacts wherever possible;
- the names of adults authorised to collect the child;
- current medical, allergy and dietary information;
- details of SEND, disabilities or other support needs; and
- any legal order or restriction affecting collection or contact.

Parents and carers must update this information promptly whenever circumstances change. By making a booking, they agree to the terms and conditions set out in this policy.

BOOKING AND FEES

- Sessions must be booked through Magic Booking.
- Breakfast Club costs £5 per session.
- After School Club costs £13.50 per session.
- A 20% sibling discount applies in accordance with the arrangements shown on Magic Booking.
- Fees must be paid in advance.
- Booked sessions are charged when a child is absent, unless the school has cancelled the session.
- There is no reduction for part-attendance or early collection.
- One month's written notice is required to change regular sessions or withdraw a child. Fees remain payable during the notice period.

If fees are not paid in advance, the child's place may be suspended until payment is received. Continued non-payment may result in withdrawal of the place. Any concerns about payment should be raised promptly with the School Business Manager so that they can be considered sensitively and in accordance with the school's financial procedures.

Parents and carers should notify the school as soon as possible if a booked child will not attend. This is important so that staff can account for every expected child.

UNEXPECTED CLOSURE

The school may need to cancel or close the provision because of severe weather, loss of utilities, insufficient safe staffing, public-health advice or another emergency. Parents and carers will be informed as soon as reasonably possible. Where the school cancels a session, the fee will not be charged or will be credited, as appropriate.

ATTENDANCE AND HANDOVER

A daily register records each child's arrival and departure. Staff must know which children are expected and must be able to account for the children in their care throughout each session.

BREAKFAST CLUB ROUTINE

- Parents and carers must escort children to the hall and hand them over to a member of staff.
- Children are registered on arrival.
- Children choose from the breakfast items available and are encouraged to make healthy choices.
- At 8.35am, children help to tidy the area.
- At 8.45am, Key Stage 2 children go independently to class. Younger children are escorted.

AFTER SCHOOL CLUB ROUTINE

- Reception, Year 1 and Year 2 children are escorted from class by a member of staff.
- Key Stage 2 children make their way to the provision and register immediately.
- Food and drinks are normally provided between 3.45pm and 4.30pm.
- Children take part in free play and planned indoor or outdoor activities.
- At 5.45pm, children help to tidy the provision ready for collection by 6.00pm.

Access to areas including the playground, field and Forest School is risk assessed and supervised appropriately.

UNEXPECTEDLY ABSENT OR MISSING CHILDREN

If a child expected at After School Club does not arrive, staff will immediately check the register and confirm with the class teacher or school office whether the child attended school and whether alternative collection arrangements were made. The child's parent or carer will be contacted without delay.

If a child cannot be located, staff will begin the school's missing-child procedure immediately. A senior leader and the Designated Safeguarding Lead (DSL) will be informed. Staff will search the premises while maintaining safe supervision of the other children. The police and the child's parents or carers will be contacted as appropriate. The incident will be recorded and reviewed.

SAFEGUARDING AND CHILD PROTECTION

The safety and wellbeing of children are the school's highest priority. The provision operates in accordance with the school's Safeguarding and Child Protection Policy, Keeping Children Safe in Education 2026 and other relevant statutory guidance.

All Extended Schools staff:

- have undergone the school's safer-recruitment and suitability checks, including an enhanced DBS check and barred-list check where required and legally permitted;
- receive appropriate safeguarding training and regular updates;
- understand their duty of care and responsibility to act in the best interests of children; and
- follow the school's procedures for recording and reporting concerns without delay.

Staff follow the school's arrangements for child-on-child abuse, online safety, allegations against adults, low-level concerns, whistleblowing and the appropriate use of mobile phones, cameras and personal devices.

A concern about a child must be reported immediately to the DSL or a Deputy DSL. An allegation or concern about an adult working with children must be reported to the Headteacher, or to the Chair of Governors if it concerns the Headteacher. The school will follow its safeguarding procedures, including consultation with the Local Authority Designated Officer where appropriate. Staff must not investigate safeguarding concerns themselves.

STAFFING, SUPERVISION AND SAFETY

Staffing arrangements take account of the number, ages and individual needs of children, the activities provided and the layout of the premises. The school meets any applicable Early Years Foundation Stage requirements for Reception-aged children, including relevant staffing, qualification and paediatric first-aid requirements.

Children are supervised appropriately at all times, including during outdoor play, movement between areas, eating and collection. Arrangements are made to maintain safe supervision during staff breaks and unexpected staff absence.

Risk assessments cover the rooms, outdoor spaces, activities and equipment used by the provision. Staff follow the school's Health and Safety Policy and report hazards, accidents and near misses.

BEHAVIOUR

The school's Behaviour Policy applies throughout Breakfast Club and After School Club. Children are expected to show respect, follow reasonable instructions, use equipment appropriately and behave in a way that keeps themselves and others safe.

Where behaviour is a concern, staff will respond consistently and proportionately. Parents and carers will be informed where appropriate, and concerns will be recorded when necessary. The school will work with the child, family, class staff and SENDCo to understand the behaviour and consider appropriate support, reasonable adjustments and, where needed, an individual risk assessment or support plan.

Your child's place may be suspended or withdrawn if a child's attendance continues to present a significant risk to their own or others' safety, or prevents the provision from operating safely, despite appropriate support and reasonable adjustments. The Headteacher will make the final decision and the parent or carer will be informed in writing.

EQUALITY, INCLUSION AND SEND

Michael Faraday Primary School is committed to equality of opportunity and to the wellbeing and participation of every child. The provision follows the school's Equality and SEND policies, liaises with class staff, the SENDCo and families, and makes reasonable adjustments so that children can access the provision safely wherever this can reasonably be achieved.

Parents and carers should discuss their child's needs with the school before the first booking, or as soon as a new need becomes known. This enables the school to consider staffing, training, equipment, healthcare information and other adjustments. Attendance will not be refused solely because a child has SEND or a disability.

FIRST AID, ILLNESS AND MEDICAL NEEDS

Appropriately trained first-aid provision is available whenever the clubs operate. Where Reception-aged children attend, the school ensures that applicable paediatric first-aid requirements are met.

Accidents, injuries and first-aid treatment are recorded. Parents and carers are informed on collection or contacted immediately where an injury or illness is significant. Emergency services will be called when required.

If a child becomes unwell, they will be cared for safely while their parent or carer is contacted and asked to collect them. Children should not attend when they are too unwell to participate safely or when exclusion is required under the school's infection-control arrangements.

Medication is administered only in accordance with the school's Supporting Pupils with Medical Conditions and Administration of Medicines procedures. Necessary emergency medication, including inhalers and adrenaline auto-injectors, must be readily accessible to trained staff. Relevant individual healthcare plans are shared with Extended Schools staff.

FOOD, ALLERGIES AND DIETARY REQUIREMENT

Breakfast and after-school food are included in the session fees. Food is stored, prepared and served in accordance with food-hygiene requirements and the school's Whole School Food and Allergy Safety policies.

Parents and carers must provide full and current information about allergies, intolerances, dietary requirements and prescribed emergency medication. Relevant information is shared with staff who prepare or serve food. Staff follow individual healthcare and allergy action plans, and children are supervised appropriately while eating.

The school takes reasonable precautions but cannot guarantee an entirely allergen-free environment. Children must not bring food into the provision unless this has been agreed in advance.

COLLECTION

Children are released only to an adult authorised on Magic Booking. Identification may be requested if staff do not know the adult. If an unauthorised person attempts to collect a child, the child will not be released and the parent or carer will be contacted immediately.

Parents and carers must notify the school directly of any change to collection arrangements. A message passed only through a child will not be accepted. If staff cannot verify a change, the child will remain safely at the provision while the parent or carer is contacted.

LATE COLLECTION AND UNCOLLECTED CHILDREN

Children must be collected by 6.00pm. Late collection incurs a charge of £5 for the first 15 minutes and £2.50 for each additional five minutes. Repeated late collection may result in the place being reviewed or withdrawn.

If a child has not been collected, staff will telephone the parents or carers and then the emergency contacts provided. The child will remain safely supervised by at least two authorised members of staff wherever practicable. A member of staff will not take the child home.

If no authorised adult can be contacted, or the child remains uncollected for an unreasonable period, the DSL or a senior leader will contact Children's Social Care and, where appropriate, the police. The incident and the action taken will be recorded.

EMERGENCY PROCEDURES

Extended Schools staff follow the school's procedures for fire, evacuation, lockdown, serious incidents and other emergencies. Registers, emergency contact details and essential medication will be taken to the designated assembly or safe area where it is safe to do so.

Emergency drills and risk assessments take account of children using the provision outside normal school hours. Parents and carers will be contacted as soon as practicable following a significant incident.

RAISING A CONCERN OR MAKING A COMPLAINT

Parents and carers are encouraged to raise concerns promptly so that they can be addressed.

- For Breakfast Club, contact Ann Dowie, School Business Manager.
- For After School Club, speak to Natalie, Extended Schools Manager, in the first instance.
- If the matter is not resolved, contact a member of the Senior Leadership Team.

Concerns are recorded and considered sensitively. Where a concern cannot be resolved informally, a parent or carer may make a formal complaint under the school's Complaints Policy. A complaint concerning the Headteacher should be addressed to the Chair of Governors.

A safeguarding or child-protection concern will be referred immediately to the DSL and managed under safeguarding procedures rather than waiting for the complaints process.

STAFF CONCERNS AND WHISTLEBLOWING

All Extended Schools staff must follow the school's Whistleblowing Policy. A safeguarding concern about a child, colleague or practice must be reported immediately to the DSL, a Deputy DSL, the Headteacher or another appropriate person identified in the Safeguarding and Child Protection Policy. Concerns must not be managed informally outside the school's required safeguarding procedures.

RECORDS, CONFIDENTIALITY AND DATA PROTECTION

Booking, attendance, collection, safeguarding, accident, medical and emergency-contact information is stored securely and processed in accordance with the school's Data Protection Policy and privacy notices. Information is shared only where necessary to safeguard a child, meet a legal duty or operate the provision safely.

ACCESS AND CONTACT DETAILS

Access to Breakfast Club and After School Club is through the main school gate on Hopwood Road. Ann Dowie, School Business Manager, oversees fees, enrolment and policy arrangements. Natalie, Extended Schools Manager, is responsible for day-to-day management and staffing.

- School telephone: 0207 703 5806
- Extended Schools mobile: 07563 383 635
- Email: info@michaelfaraday.southwark.sch.uk

For an urgent matter during a session, parents and carers should telephone the school or Extended Schools mobile rather than rely on email.

RELATED SCHOOL POLICIES AND GUIDANCE

The provision operates within the school's established policies and procedures, including:

- Safeguarding and Child Protection Policy;
- Behaviour Policy;
- Equality Policy;
- SEND Policy and SEND Information Report;
- Health and Safety Policy;
- Supporting Pupils with Medical Conditions and Administration of Medicines procedures;
- Allergy Safety Policy;
- Complaints Policy;
- Whistleblowing Policy;
- Data Protection Policy and privacy notices; and
- Whole School Food Policy.

This policy also has regard to Keeping Children Safe in Education 2026, the current Early Years Foundation Stage statutory framework, the Equality Act 2010 and other relevant legislation and statutory guidance.

MONITORING AND REVIEW

The Headteacher, School Business Manager and Extended Schools Manager monitor the operation of the provision. This policy will be reviewed annually and sooner if there is a significant change to legislation, statutory guidance, school procedures or the way the provision operates.

CONTACT INFORMATION

Extended Schools Provision
Michael Faraday Primary School
Portland Street
Walworth
London
SE17 2HR
Ofsted Registration Number: 100803

School Landline: 0207 703 5806
After School Club Mobile: 07563 383 635
Email: info@michaelfaraday.southwark.sch.uk
If urgent, please contact the school landline or the After School Club mobile number.