Our Lady of Lourdes Catholic Nursery and Primary School



Extended Schools Policy

Agreed: Autumn Term 2026

Renew: Autumn Term 2027

Introduction

This policy states the school's philosophy on how our Extended Schools programme, The Hive, will contribute to our pupil's development, self-esteem and education. At Our Lady of Lourdes, we are committed to providing a range of high-quality activities covering a broad range of interests. These activities, provided in a safe, stimulating and creative environment, will enhance the children's education and social development. Through consultation, the children will be involved in planning the activities and developing their interests.

Aims

- To provide a childcare facility that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To provide children with a nutritious breakfast and/or a nutritious snack and drink at the after school and/or breakfast club.
- To have strong partnerships with parents/carers.
- To provide a range of structured play activities to engage and stimulate the children.

Admissions Policy

Children between the ages of 3 and 11 who attend Our Lady of Lourdes are eligible to attend Breakfast Club and After School Club, which we refer to as The Hive. Places are offered on a first-come, first-served basis. When all places have been filled, a waiting list will be established with priority given to siblings of children already attending the club.

All children must be registered with the club. A completed 'Personal Details Form' must be received by the relevant Club prior to commencement. We also require that there are at least two alternative contacts with phone numbers.

When an enquiry regarding places is made, parents or carers will be signposted to all the relevant Club information, including:

- Details of the Admissions and Fees policies
- Registration form, medical form, parent agreement, photo permission form
- Behaviour Policy
- OLOL Complaints policy (available on the school website).

If a place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms are received.
If no places are available, the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available, parents will be informed.
Parents and carers are asked to note that we are not able to hold a place for a child without payment, and that no place can be offered if an account holds an outstanding balance.

Provision for Additional Needs and SEND

We are committed to providing inclusive childcare and supporting children with additional needs, including special educational needs and disabilities (SEND), to participate safely and fully.

For children attending either our mainstream classes or specialist autism provision, we will work with parents and carers, the SENCO and relevant professionals to assess each child's

needs and identify appropriate support and reasonable adjustments. This assessment will take account of support provided during the school day, alongside the activities and circumstances of the childcare setting.

Where an individual assessment identifies that an additional adult, including dedicated one-to-one support, is necessary to meet a child's needs and protect the safety and wellbeing of the child, other children and staff, that support must be in place for the child to attend safely. We will work with families to establish suitable arrangements, explore available funding and consider alternative ways of meeting the identified needs.

Decisions will be made individually, in accordance with our equality duties, and reviewed as needs or circumstances change.

Accident Procedure

In the event of a child having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in. The parent/carer will be asked to sign the accident book on arrival.

Attendance

In the case of a request for a transfer of a session the staff will try to accommodate your request, but this will always be subject to the availability of places.
Requests should be made by email in advance to add a name to the waiting list. Places will be allocated on a first come, first served basis.
Parents and carers must inform school at least one month in advance to make a change to their permanent booking, including cancellation.

Arrivals and Departures Policy

Our staff will give a warm and friendly welcome to each parent/carer and child on their arrival and to ensure that they depart safely. Children have the right to feel safe and secure in their environment.

Procedure:

All children will be marked in and registered at the start of each session. All children must be signed in and out of the setting by an authorised adult and include recording the time the children arrive.

Parents/carers are required to record on their child's registration form the details of adults that are authorised to collect their child. Only adults or young people of 16 and over (with parental permission) will be authorised to collect children.

The parent or carer must notify the club in advance if someone who is not listed on the registration form is to collect the child. The manager will contact the main parent or carer for confirmation if they have any concerns regarding departures, if we are unable to verify that the person collecting is known and authorised by the parent or carer.

Please note that children can be picked up at any time throughout the session, prior to 6pm. Our Hive closes at 6pm prompt. It does not run after 6pm. The facility closes, the main gates are locked and it is closed for the cleaning staff to work there. Unfortunately, there is no flexibility for late collection as the staff in the Hive do not get paid after 6pm, so we are therefore grateful for parents and carers support in adhering to this pick-up rule.

Fees and Payment		
	Current Fees	
Breakfast Club Fees	£5	
After School Club fees	£10	
Late Collection charge	£5 per 5 minutes late	

Payment of fees should be made monthly or half termly in advance. If your child is on a residential trip and will not be back for the After School Club (The Hive) the payment for ASC is not required. If your child is taking holiday during term time or is sick, payment is required. If your child is attending booster sessions, payment is required. Individual payment requirements may be negotiated between the Extended Schools Manager, Mrs. Cox and the parents/carers, however, it is assumed payment is made in advance. We understand there may be some families experiencing financial hardship or difficulties and we ask that you let Mrs Cox, the Extended School's Manager know, and we will support as much as we are able to in a sensitive manner. We strongly advise that parents/carers make an appointment at the earliest possible opportunity to avoid jeopardising their child's place.

If fees are not paid on time Mrs Cox or the School Business Manager, Mrs Dykes, will notify the parent/carer with a reminder letter to request payment is made at the earliest possible opportunity.

The School Business Manager, Mrs Dykes, has the right to issue a Final Notice to the parent/carer and inform them that continued late payment will result in the child's place being forfeited.

If fees are paid persistently late or not at all with no explanation we will be forced to terminate the child's place with immediate effect and the debt outstanding will need to be discussed.

If your child attends a club run by the school then full payment of Hive fees is still required.

We encourage payments to be made online via the School Gateway App. Please contact the school office if you require practical assistance with this.

Uncollected Children Policy

All children must be collected by a parent or carer by 6pm. If a child is not collected and we cannot contact the parent/carer or either emergency contact, our Safeguarding Procedures are triggered.

Up to 5 minutes late

- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged

Over 5 minutes late

- If a parent or carer is more than 5 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by a member of staff at the main school entrance.

- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged.

Over 15 minutes late

- The manager will contact a member of the Safeguarding Team and/or Head Teacher of Our Lady of Lourdes regarding the events and seek advice.
- If the manager has not been unable to contact the child's parents or carers after 25 minutes, the manager will contact the local authority Social Care team for advice.
- The child will remain in the care of Club staff, on the Club premises if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

Managing persistent lateness

Unfortunately, late collection is not acceptable due to the club closing at 6pm prompt. The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may lose their place at the Club. If lateness occurs on more than three occasions without very reasonable extenuating circumstances, the place will be terminated.

Behaviour Policy

Parents should recognise that there are expectations and obligations relating to the conduct/behaviour of children, in line with Our Lady of Lourdes Behaviour Policy. Failure to abide by such expectations will result in a child no longer being able to attend the Club.

Any concerns regarding a child's behaviour will be discussed with the parents/carers at collection. The Breakfast and After School Club reserve the right to withdraw the service if a child's behaviour is consistently unacceptable and impacts negatively on other children.

Bullying

We consider bullying to be mental, verbal or physical action by an individual or group, which singles out a particular child on a number of occasions and as a result, makes the child unhappy, frightened or uncomfortable being in the normal club situation or taking part in normal club activities. We consider any occurrences of bullying as a serious matter and once steps have been taken which deal with the behaviour of the bully and the involvement of their parents, should instances of bullying persist the child/or children responsible will lose their place at the Club. Children are predominantly well behaved and happy. The older children in the Hive have signed a contract with their parents to agree to the expected standards of behaviour. This links to our Whole School Behaviour Policy and School expectations.

Safeguarding and Health and Safety

We recognise the responsibilities we have with regard to the protection of the child, as set out in the statutory guidance 'Keeping Children Safe in Education', published annually in September.

In accordance with safeguarding arrangements, all staff involved in the running of the Breakfast and After School Clubs have current DBS clearance and up to date Safeguarding training.

All staff follow existing school policies and procedures for Safeguarding, Child Protection, the Code of Conduct, Health and Safety policies and fire safety procedure.

Where ICT equipment is used, they also follow the school's E-Safety policy and procedures.

Where a child will not be released to a parent/carer

On very rare occasions, if a staff member suspects a child is at risk or in danger in any way, this will be acted upon. In the event that an individual attempts to collect their child, whether that be a parent or someone with permission to collect, and staff have reason to suspect they are under the influence of alcohol or drugs, then they will not be allowed to collect the child. The child will remain in the care of OLOL school and safeguarding actions will promptly follow. Social Care services and or the out of hour Duty Team will be contacted and Merseyside Police will also be called if necessary.

Medicines Policy

- No medication may be administered to any child, without the written consent of the child's parent or legal guardian.
- All medication will be signed into the club recording the name of the child, time to be taken, the dosage and parent signature on the relevant records.
- Medication will be stored in a safe, secure place out of the reach of children.
- Staff are to check the medication is clearly marked with the child's name, dosage and date of dispensing.
- Staff are to sign when medication has been given.
- Parents are to sign on the collection of their child, the medication record informing them of the medication received.
- Only prescribed medication will be administered.
- Children's medication and allergy information is located in the school office due to child protection and confidentiality.

Complaints Procedure

Our Lady of Lourdes Extended Schools takes any and all complaints very seriously. Please refer to the School's Complaints Policy, accessed on the OLOL website for further information.

Parent/Carer Agreement

I have read the Extended Schools Policy Statement and agree to abide by the Terms and Conditions set out within.

Signed: ……(Parent/Carer)

Child's name: ……

Date: ……..