

Extended School Policy

At Chesterton, before and after school, we offer a breakfast club and after school care for all year groups. Nursery children are able to attend breakfast club and after school care if they have settled well into their class.

- Places are on a first come first served basis and all bookings must be paid **in advance via Arbor**. Places are only secured upon payment using the online system and there will be **no refunds** given. Emergency bookings are charged at £13.00 per session and must be agreed by a member of the leadership team. This must be paid to the school by the end of the week in which the emergency booking occurs.
- **Breakfast club** runs from 8am to 8:45 am, with a healthy breakfast of wholemeal toast, fruit and cereal served between 8am and 8.30am. The club is charged at £4.00 per day.
- **After school care** runs from **3.15pm to 5:55pm** and we offer a healthy, balanced meal, as well as a wide variety of activities for all age groups. After school care is charged at £10.00 per day. The ASC team will collect the children straight from their classrooms and take them to the ASC space. Children who attend clubs will be escorted once their club finishes.
- **Parents/carers must collect their child/children by 5:55pm**. On the first occurrence of late collection, a verbal reminder will be given. On the second occurrence, a formal letter of final reminder will be given. After this, future lateness will result in the issuing of a £13 fine After this time which must be paid via Arbor (see Appendix1). If a parent/carer is late for collection on more than 2 occasions in a term, they can be issued with either a temporary or permanent ban which is at the discretion of Senior Leadership Team (SLT). If the office is unable to make contact with a parent/carer or person on the named contact list by 6:30pm, a member of SLT will ring children's services for advice (see late collection policy). Children cannot attend breakfast club or afterschool club until the fine has been paid.
- Children attending the extended school provision at Chesterton must follow the same behaviour system that is used during the school day (see behaviour policy). Parents and carers will be informed of inappropriate behaviours by a member of the team at collection.

Chesterton Primary School

Danine Smith, Headteacher

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- If children are physically violent, use inappropriate language or are rude to other children/members of staff or displaying other behaviour that make it unsafe to a child to attend, a member of the senior leadership team will contact the parent/carers and may issue a formal written warning – this is at the discretion of the school. If unacceptable behaviour continues after the formal written warning, the child will be banned from attending the provision (either temporary or permanent – at the discretion of the school).

To ensure the space is ready for ASC the staff will:

- Arrive at 3:00pm to set up the ASC space. The floor is swept and any tables are cleaned so the space is tidy and ready for the session.
- Each area/zone should be set with activities ready for the children before they arrive (for example an art table with plain paper, pens/pencils, art table with focused art activity for the week, puzzles table, board game zone, Lego area etc)
- Collect children from classrooms at 3:15pm

When children enter the area they:

- 1) Sit down while one designated adult takes the register.
- 2) Children then choose which area/zone to go to for the free-flow activities – staff must sit and play with children at this time and make sure all children are engaged with an activity. If children are not engaged, staff must make sure they find a suitable activity for the child/children in question.
- 3) When the weather is suitable, the adults should take the children outside for a short time to play and be active in a larger space.
- 4) Older children should be used as table monitors and these children can support the adults when serving during snack time/tidy up time etc.
- 5) Once all food has been served, all adults must sit with the children to encourage them to eat all their food and to use correct table manners. Children can bring a healthy snack from home to eat if their parent/carers would prefer this.
- 6) One member of staff will be in charge of the walkie-talkie and will ferry the children back and forth at home time.

Guidance for staff

- Staff are not allowed to eat food in ASC time whilst the children are present.
- Staff must be engaged and actively supporting/playing with the children throughout the entire ASC session – unless on kitchen duty or taking children to the office.
- Staff must follow the school's behaviour policy for every child (first reminder, second reminder, reflection table, SLT) and must log every incident with clear description and

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date/time. ASC staff must communicate with class teachers to discuss behaviours and how to support these.

- Staff can update parents at the end of the ASC but if a parent is unhappy and wants a formal meeting, this should be referred to either Mrs Tremaine or Miss Green.
- One member of staff will be responsible for keeping the resources organised and ordering new resources when needed for the children to play with.
- Staff preparing food must have Level 2 Food Hygiene, Level 2 Food Safety training and at least one member of the team must be First Aid Trained at all times.

	Reviewer	Approver	Date
Reviewer / approver	Whitney Tremaine	SLT	Autumn 2025
Next Review			Autumn 2026

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Appendix 1

After School Care **Late Collection Fine**

Dear Parent/Carer,

After School Care finishes at 5:55pm and you need to collect your child/children promptly at 6pm.

Today your child was collected after 6pm and therefore you will need to pay an **additional £13 fine using your Arbor account**. The £13 must be paid within one week of this fine letter being issued.

Child/children's names: _____

Date of ASC: _____

Time collected: _____

The staff at Chesterton are not paid to work later than 6pm and therefore if you are late on multiple occasions, we will issue a temporary or permanent ban from the After School Care. Your child will not be allowed to attend breakfast club and/or after school care until this fine has been paid.

Please speak to Miss Shore if you have any questions or would like to discuss this matter further.

Kind regards,

Miss Shore
Deputy Head & ASC Lead

Child/children's names: _____

Date of ASC: _____

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Time collected: _____

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