

Barrow CEVC Primary School

Inspire, Create, Discover, Together

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Headteacher: Mrs H Ashe BA (Hons)



Extended School Provision

Information for Parents

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Introduction



Barrow Extra is the before and after school provision run by Barrow CEVC Primary School. Children aged between 4 (Reception age) and 9 years old, who are registered at the school, can attend. Barrow Extra is led by a Level 3 Qualified Teaching Assistant employed by the school, with support from a member of the Senior Leadership Team (SLT). Barrow Extra provides breakfast before school and a healthy snack after school. The aim of Barrow Extra is to provide a facility which cares for the children before and after school and offers a wide range of activities for them to participate in.

Barrow Extra is run by the school and all school policies are adhered to.

Operating Times

Barrow Extra will be open from 7.45 am – 8.50 am before school and 3.20 pm - 6.00 pm after school, Monday to Friday, during school term time.

Health and Safety (including behaviour)

Barrow Extra will provide a safe and healthy environment in line with the school's Health and Safety Policy. All staff will have completed an 'Introduction to Safeguarding' course and 'Prevent' training and will have attended an 'Emergency First Aid' course. A member of staff will also hold a Food Hygiene certificate. Children will be supervised at all times. Children will have access to an outside area that will be supervised at all times.

Children will be expected to behave appropriately and behaviour will be managed in line with the school's Behaviour Policy. SLT have the right to refuse a child's attendance if they feel their behaviour means they cannot be kept safe.

Barrow Extra will be staffed at a ratio of no less than 1:15.

Registration and Booking

Any child who wishes to attend Barrow Extra must have a completed Registration Form which includes contact details of parents and /or carers, emergency contact details and any medical information. This must be completed before a child can attend Barrow Extra.

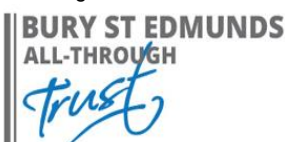
All bookings and payments must be made in advance. A Booking Form must be completed and submitted for processing by Wednesday afternoon for the following week. You will receive an invoice for payment via ParentMail. Bookings can be made on a weekly, half termly or termly basis. In the event of non-payment of a booking, all bookings will be suspended until payment has been received. Places will be allocated on a first come first served basis. Priority for the following term will always be given to existing members of the club to ensure consistency and security of provision for children and parents

Barrow Extra will have all the relevant information they need with regard to photo permissions. This form is completed at the time of admission to the school.

Fees and Payment

All sessions must be paid for in advance (on booking) using ParentMail. Barrow Extra staff cannot take any monies.

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Barrow Extra fees are as follows:

Morning session

7.45 – 8.50 £4.00

Afternoon sessions

3.20-4.30 £4.00

3.20-6.00 £8.50

4.30-5.30 £4.00 (i.e. children can be collected from a school sport/activity club)

4.30-6.00 £6.00 (i.e. children can be collected from a school sport/activity club)

Our usual after school activity clubs will continue to run from 3.30pm–4.30pm and will need to be paid for separately if the club is run by an external provider, such as Premier Sport. We will ensure that children are escorted from an after school activity club to Barrow Extra if required.

Medical

Any medical conditions must be recorded on a child's registration form. Staff can only administer prescribed medication e.g. inhalers as per the school's policy. Parents are expected to ensure that the school is given all medication.

Food

At least one member of staff at Barrow Extra will hold a Food Hygiene certificate. We will provide children with breakfast before school and a snack after school. There is a variety of options for the children to choose for breakfast e.g. cereal, toast. The children will be offered a healthy snack after school e.g. cheese and crackers, a piece of fruit.

Children of Staff

Staff at Barrow CEVC Primary school will be able to use Barrow Extra for their children, free of charge. A registration form must be completed and children will need to be booked in to sessions the previous week to ensure staffing ratios are met.

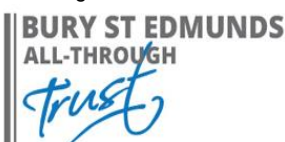
Provision

We plan our provision to ensure a balance of activities throughout the week. When weather permits, the children will have access to a supervised outside area. Creative materials, books, construction, ipads, small world, games and puzzles will always be available. Support with home learning, reading and other academic activities will be available as required.

Contact

Barrow Extra staff can be contact via the school office during the working day. Barrow Extra can be contacted on a designated mobile number which will be provided to parents on registration between the hours of 3.20pm and 6.00 pm in an emergency and if a parent needs to contact staff to let them know of a later or earlier collection.

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