

Pleasant Street Primary School



Extended Provision Club Policy

September 2026

Review Date: September 2027

Extended Provision Club Policy

‘Pleasant Street Primary School pledges itself to be a place where uniqueness is celebrated and all individuals will find safety and respect for themselves, their families and their way of life.’

Pleasant Street Extended Provision Club will provide a safe and creative environment for pupils between the hours of 7:45am to 8:30am and 3:15pm to 5:50pm (term-time only). School will also ensure the service is led by school staff so that pupils are familiar with the adults who are caring for them.

Email: pleasant-ao@pleasantstreet.liverpool.sch.uk

Tel: 0151 709-3802

Risk Assessment

We understand the importance of maintaining systems for checking that our school is a safe and secure place for pupils, staff and visitors. The school's Health and Safety Policy and risk assessment procedures are in place and part of an ongoing process in keeping our school safe. This is supported by associated policies such as Safeguarding, SEND, Equal Opportunities and Positive Behaviour found here

<https://pleasantstreetprimary.co.uk/information/behaviour-and-safety/>

First Aid

The school's Medical Policy applies at all times. Parents of a child who becomes ill during club will be contacted immediately. If a child is sent home during school hours, the school office will inform club staff of their absence so that registers can be updated. The club will follow school Data Protection practices in managing any personal information about pupils.

Admissions

- Extended Hours Provision places must be booked via an application through the school office. 2 weeks' notice is required to cancel or amend a place.
- The cost of this service £10 per day for after-school provision. Breakfast Club is free.
- Parents can book full-time or part-time places (preference will be given to those parents requesting full-time).
- Payments can be made in 2 ways
 - Payment in full by the end of the previous half-term (Breakfast Club)
 - 50% payment by the end of the previous half-term and 50% by the mid-point of the current half-term (after-school provision)
 - Payments will still be required if a child is absent from school
 - No payments will be needed on school INSET days or when school finishes early.
 - All payments will be collected through the Parent Pay app
- Before accessing this service, any arrears owed to the school for lunch or residential must be cleared

- Pupils must be collected from school by 5:55pm. Late collection will result in a penalty charge. If a pupil is picked up late on 3 occasions in any one half-term, they will lose their place in after-school provision.
- All places are subject to availability.

Arrivals and Pick-ups

Children can arrive between 7:45am and 8:15pm for Breakfast Club. Children can be picked up at anytime up until 5:50pm from after-school provision. Parents should pick children up from the school Nursery, accessing from the school playground.

Pupil Behaviour

Extended Provision will follow the same approach to positive behaviour as the school policy (see policy link above). Staff will manage behaviour in a positive and consistent manner. Any repeated or serious incidents will be reported to the school's leadership team. In the unlikely event that a child's inappropriate behaviour puts other children at risk, or makes it difficult for school staff to maintain a safe environment, parents will be advised in writing that their child can no longer attend the provision.

Staffing

There will be a ratio of at least 1 adult for every 9 pupils accessing the club. All staff will be first aid trained with at least one member of staff with Early Years' experience and paediatric first aid training. School Leadership Team will be available to advise staff (in person or by phone) at all times.

Complaints

If you would like to make a complaint, you should contact the Headteacher who will try to resolve any issues in an amicable way. If this cannot be managed, the School Complaints Policy should be followed (see policy link above).

Written by: Mr. Verdin

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