



# Edinburgh Primary School

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### Extended Schools Terms and Conditions

Edinburgh Primary provides an affordable, safe and stimulating breakfast and tea time club for children who attend the school. All the facilities abide by the Children Act and work in accordance with the procedures and practices of the London Borough of Waltham Forest.

All clubs run term time only, after school activity clubs will not operate at the start and the end of terms.

**Breakfast Club** Our breakfast club runs from 8.00 -8.45am each day. Children receive food each morning and get time to take part in a range of activities and games plus time to chat with their friends. There is no cost for this club. Please contact the school office should you wish to book a place.

**Tea Time Club** Our Tea Time club is held at South Grove Primary School, members of school staff will take the children to South Grove at 3.15 each day. Parents will need to collect their child/ren from South Grove before 5.55pm. The club is run by South Grove staff and provides children with the opportunity to relax and have fun after school finishes. Children have a craft activity to enjoy each evening alongside a range of games to be entertained throughout the evening. They also have access to our playground and can have the space to complete homework should they wish to do so. Children enjoy a nutritious hot meal each evening. Please contact the school office for more information.

**After school activity clubs** run from 3.30-4.30pm. The programme is published termly and children commit to the term. The clubs are a mixture of internal and external providers. All payments are made via parent pay for the whole term at the time of booking. The costs of the clubs are published when the programme is available. Refunds are not offered unless the club is cancelled by the school. Should the club be cancelled and parents/carers do not arrive to collect within 15 mins of the end of the school day the children will be placed in the tea time club and no refund will be issued. Frequent late collection from activity clubs will also incur a late charge should you child not be collected within 15 minutes from the end of the club.

### Health and Safety

There is a qualified First Aider on site at all times. All first aid matters will be dealt with in line with whole-school procedures. By agreeing to the Terms and Conditions, you give permission for your child to be given treatment and/or taken to the nearest hospital in your absence, in the case of an emergency.

### Behaviour Policy

Children are expected to demonstrate good behaviour at all times during Extended School Provision, in-line with the school's behaviour policy. Where a child consistently demonstrates unacceptable behaviour, the parents and relevant staff will be involved in discussing the most appropriate response/action and may be withdrawn completely from Extended School Clubs.

### **Special Educational Needs**

Edinburgh Primary School extended school activities aim to provide a stimulating environment for all children attending the club. We provide an inclusive and supportive environment for all children.

### **Complaints procedure**

If for any reason you are not happy with the service provided at the Extended School Provision. Please speak to a member of staff. After that, should the matter not be resolved, a meeting should be arranged with Ms Green (out of hours provision senior leader). The meeting can be arranged by notifying the school office.