



REPTON MANOR PRIMARY SCHOOL - EXTENDED CARE AGREEMENT FORM (PARENT AND CHILD)

Telephone Number - 07547308066

What we believe about behaviour, in our Extended Care Provision.

Every child has the right to have fun and no child has the right to disrupt the play of others. Every staff member, child and parent has a responsibility to positively contribute to the ethos of our Breakfast and After School Club including through the behaviours we display. Establishing a safe, positive and caring environment is an essential prerequisite for our Extended Care Provision.

We endeavour to continually develop a strong nurturing ethos striving to ensure the following:

- We care for each other like family, replicating the same value Repton Manor has so well established.
- Every child in our care is listened to and cared for. We understand that a child's behaviour is always a form of communication.
- Children need to feel safe in our care.
- Children in our setting are taught to use their words and to talk about their emotional well-being, as they are in school.
- We continually provide new activities and a variety of resources to entertain and provide fun for the children during their time with us.

Aims of the Policy:

- To encourage a calm, purposeful and happy atmosphere within both our Breakfast and After School Club.
- To foster positive and caring attitudes towards everyone within the club.
- To encourage increasing independence and self-discipline so that each child learns to accept responsibility for their own behaviour.
- To have a consistent approach to behaviour whilst in our extended care provision with parental co-operation and involvement.
- To raise a child's self-esteem.
- To provide clear boundaries for acceptable behaviour to ensure physical and emotional safety.
- Ensure appropriate behaviour and language throughout the club.
- Encourage and praise kindness, helpfulness and politeness.
- Ensure that parents are informed and involved in decisions and conversations regarding their child where appropriate.
- Prevent bullying.

Expectations for our children:

- To be polite, friendly and caring at all times.
- To care for the environment and treat all toys and equipment well.
- To always respect and listen to members of staff.
- Consider the effects of their actions on others.

Rewards for Positive Behaviour:

In our Extended Care Provision, we wish to continue to affirm and celebrate great behaviour and achievement as is done in Repton Manor during the main school day.

- Daily Rewards - Verbal Praise
- Supportive and encouraging language

- Stickers
- Certificates- Kindness, Thank you and Well Done certificates -Good Friday nominations

Approaches and consequences for negative behaviour:

The behaviour approach used within extended care provision is similar to that in the mainstream school, whereby we allow children the opportunity to reflect upon negative behaviour but also learn from their experiences.

- Verbal Warning - Children will be spoken to about negative behaviours that they are showing, this will give them the chance to modify behaviours. The focus of the conversation will be to reinforce desired and appropriate behaviours.
- Yellow Card - If a child has shown disrespectful behaviour towards peers or staff, has refused to comply with an instruction given by a member of staff, has sworn, deliberately damaged school property, disrupted play of another child, pushed another child whilst arguing or continued general poor behaviour after a warning, a yellow card will be given. Once given, the child will be asked to stay with a member of staff for ten minutes and taken away from the activity they were involved in. In some cases the Extended Care Manager will be asked to speak to the child, depending on the level of the negative behaviour.
- Red Card - If a child has been issued with both a verbal warning and yellow card and is persistent in poor behaviour or deliberately hurts another child by punching, kicking, scratching, biting etc; if child has physically caused harm to an adult; had rough play resulting in injury to other children, a Red Card will be issued.

A Red Card will result in the child being immediately taken to the Extended Care Manager or a Senior Leadership Team member to be spoken to and a call home to parents will happen in due course. We may also make a decision to exclude a child from our Extended Care Provision for one week if we believe this sanction is required and ultimately a permanent exclusion from the Extended Care Provision, if more than two red cards have been given in any one term.

Whilst the above lists are examples of the types of behaviour which constitute each sanction, we recognise that as Extended Care we have a large range of ages and expectations of children so each negative behaviour would have to be considered in line with the child's developmental understanding and specific needs.

The school reserves the right to withdraw the childcare provision if a child presents behaviours which cause significant harm to a child, adult or themselves posing a safeguarding risk.

Extended Care Rules and Procedures:

To ensure we provide the best possible provision the following rules and procedures have been implemented:

- The stage in the main hall is to be kept out of bounds unless permission by a staff member has been given.
- A small ball can be used to play football at the lower end of the hall, during breakfast club only. The ball must remain on the floor and in the designated area only. The ball may be rolled but never thrown, to ensure safety of all children. The game is only to be played inside, when the weather does not allow outside play.
- Staff aim to serve food between 8.00-8.25am every morning and 4.30-5.15pm (unless a school activity i.e school nativity requires different access to the kitchen and food preparation time needs to be altered). Please ensure your child eats on arrival to breakfast club, before participating in other activities, preventing them missing the chance to eat.
- If your child is not participating in a snack in the evening, we ask that they quietly read a book or play a quiet game/puzzle of their choice throughout the duration of the meal. This ensures meal time is calm and focused.
- Children must always seek permission when leaving the main hall to either go to the toilet or go to the cupboard/cloakroom.
- Any child with a mobile phone must give this to a member of staff at the beginning of any sessions, these will be given to the School Office after Breakfast Club or returned to the child on collection from Afterschool Club.

- Children once signed in with us (in After School Club) can only leave when parents/carers have signed them out.
- A call home will be made to any child's parents/carers, who have not notified us that their child will be absent from an after-school session. This is to ensure that the child is safe and in the right place. Ideally, please contact the school office at office@reptonmanor.kent.sch.uk before the session takes place or contact the Extended Care mobile on **07547308066**.
- If your child attends the after school provision, please ensure you collect your child by **6pm**. If you are repeatedly late a fine will be incurred. If a child is collected from Afterschool Club after 6pm as noted by the Extended Care staff timekeeping the parent/carer will be charged a late collection fee of £15. If a child is collected late from Afterschool club 5 times in a school term the place will be released to be absorbed by the waiting list.
- Once sessions have been agreed these will remain in place from month to month, year to year unless the school cancels the sessions, the parent/carer gives written notice via email to office@reptonmanor.kent.sch.uk or the child leaves the school roll.
- A child will not be allowed to attend sessions and the place will be released to and absorbed by the waiting list if:
 - The child does not attend a booked session for 5 sessions within a month save for agreed extenuating circumstances, or attendance of school run clubs.
 - The child has 5 days unauthorised absence from the normal school day within any period be that a week, month, term or year.
- Payment is in advance for the coming month paid using the online system with ALL monies for the coming month paid by the 1st of the month to be attended. Failure to pay will result in the session being released and absorbed by the waiting list.
- No child may be booked into Breakfast/Afterschool club if the parent/carer has ANY debt (extended care or school meals) accrued to the school for and up to the previous month. ie if by 1st of the month a debt accrued previously has not been cleared the child will not be booked or allowed into sessions from the 1st of the month and the place will be released to be absorbed by the waiting list.

Food and allergies:

- During our morning provision, a selection of toast and cereals as well as fruit juices are provided. Please speak to a member of staff if your child has any allergies that we may not been made aware of.
- If your child/children join us at 3pm for our evening extended care we provide a drink and biscuits, upon arrival.
- Later in the evening (between 4.30-5.15pm) we provide a light snack. If your child requires anything more, you are very welcome to supply them with additional portions of fruit. Please keep it to fruit as it keeps risk of allergy reactions to a minimum for both your child and others.
- Should your child be given treats, due to celebrations in class at the end of the day, they will be kept safely by staff until your child is collected.

Thank you for taking the time to read through this agreement, we hope that once everyone understands our expectations and the boundaries we have set, it will enable us to have lots of fun and freedom to dream of more that our Extended Care Provision can be.

Please may we ask for both you and your child to sign the form below to show agreement to the expectations that have been set.

Many thanks again and I look forward to getting to know your child and their family better!

Kind regards,

Mrs Lauren Maxwell

Extended Care Manager

Child's name:..... has read/had the agreement explained to them and understand what is expected by them to ensure Extended Care can be as awesome as possible!

Parent/Guardian's name:.....has read the agreement and agrees to the expectations required of all parties, ensuring all children are kept safe and set boundaries to ensure we have lots of fun!

This agreement was written and agreed by:

Lauren Maxwell (Extended Care Manager), Vikki Reeves (School Business Manager) & Matt Rawling (Head Teacher)

Dated: 14/06/2019