



**Sacriston
Academy**

Extended Services Policy

Review date: September 2026
Date of next review: September 2028



**North East
Learning Trust**

Review history

Review Date	Reviewer	Approved by	Date approved	Implementation
	Headteacher	Executive Headteacher	20 July 2023	September 2023
September 2026	Headteacher	Executive Headteacher	September 2026	September 2026
September 2028				

Recent revisions

Issue No.	Date	Revisions made
1		New Policy
2	September 2026	Policy reviewed and refined. Additional section on Safeguarding (Section 6) Policy updated following DfE Free Breakfast Clubs Guidance (2026). Amendments made to breakfast club access, admissions, inclusion, attendance monitoring, food standards, allergen management and statutory references. Reference to School Food standards

1. Introduction

Sacrison Academy is part of the North East Learning Trust and provides extended services to registered pupils from Reception to Year 6. In addition, we offer Early Drop Off Breakfast Club from Nursery to Y6. Extended services encompass all activities which take part beyond the statutory school day, including breakfast club and extra-curricular activities/clubs.

Places available within each extended service depend upon the activity and age of the children. We ensure that all legally required ratios for the relevant age range are met.

Appropriate safeguarding procedures will be in place where breakfast club, and extracurricular clubs, and activities are delivered by external providers.

The Academy recognises that extended services are part of its safeguarding provision. All safeguarding procedures, including those relating to child-on-child abuse, online safety, and early help, apply equally before and after the school day.

2. Aims

The aims of the policy are to:

- provide all pupils with access to a nutritious breakfast and a positive start to the school day.
- improve pupil readiness to learn, attendance and punctuality.
- support family wellbeing and enable parents/carers to access employment and training opportunities.
- provide affordable childcare for registered pupils from Reception to Year 6 beyond the school day.
- provide fun and motivating extra-curricular activities (after school clubs).

3. Objectives

The objectives of the policy are to:

- enable pupils to participate and enjoy being part of a club of choice.
- ensure all pupils have access to extra-curricular activity.
- build relationships between pupils and adults.
- enable parents/carers to have access to wraparound care.

4. Legislation

This policy has been written in accordance with the following legislation and statutory guidance:

- The Education and Inspection Act 2006, 2011
- The Equality Act 2010
- The Children Act 1989
- The Public Order Act 1986
- The Human Rights Act 1998
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- The Health and Safety at Work etc Act 1974
- The Children Act 2004

- The Children and Families Act 2014
- Guidance on Wraparound Childcare Provision
- Wraparound and holiday childcare – Parent and childcare provider ‘rights to request’.
- Requirements for School Food Regulations 2014 (School Food Standards)
- Free Breakfast Clubs: Guidance for Schools and Trusts (DfE 2026)
- Free Breakfast Clubs Grant Conditions (where applicable)
- Statutory Framework for the Early Years Foundation Stage
- School-age Childcare Guidance (DfE 2026)
- Food Information Regulations 2014 (Allergen Requirements)

5. Responsibilities

Trust

The Trust will ensure that they provide support to the Headteacher in deciding whether the Academy should provide new or different childcare services.

Headteacher

The Headteacher will:

- ensure the policy is communicated to all staff, pupils, and parents/carers and monitor the implementation of the policy.
- be responsible for the day-to-day management of the policy and systems.
- determine the financial viability and practicalities of any childcare service and ensure this meets the needs of the school.
- ensure staffing ratios are adequate and meet legal requirements of the pupils accessing extended services.
- ensure safeguarding arrangements for extended provision are robust and monitored
- ensure safer recruitment and appropriate vetting of all staff and external providers.

Teaching and Support Staff

All staff will:

- adhere to the policy and ensure that it is implemented fairly and consistently.
- undertake training as directed by the Executive Headteacher and/or Headteacher.
- understand their safeguarding responsibilities and know how to report concerns.

Parents/Carers

Parents/Carers whose child attends the extended service care at the Academy will:

- ensure they have read and understood the policy.
- ensure they follow the booking and payment system requirements.
- complete and return the relevant documentation sent to them by the Academy.

Pupils

Pupils should:

- follow the Academy rules at all times.
- adhere to the Academy's behaviour policy.

6. Safeguarding

All extended services operate in line with the Academy's Safeguarding Policy.

- All staff and external providers must read and follow Part 1 of KCSIE.
- A Designated Safeguarding Lead (DSL) or trained deputy will be available during extended provision.
- All safeguarding concerns will be recorded on CPOMS and reported in line with school procedures.
- Staff will be alert to signs of abuse, neglect, exploitation and child-on-child abuse, including bullying.
- Concerns arising during extended provision will be treated with the same priority as during the school day.

7. Allocation of Places at Breakfast Club

Our Academy participates in the Department for Education's Free Breakfast Club Programme, breakfast club and places will be made available to all pupils wishing to attend. The Academy will make reasonable arrangements to ensure sufficient capacity is available and will not operate a first-come, first-served admissions system for breakfast club provision.

8. Registration and Fee Structure

Upon registration, parents/carers are given the following information:

- The availability of places
- Admissions and Fees Policy
- Wraparound information leaflet

- Parents/carers are required to complete and return the following forms before children attend the clubs:
- Registration form
- Parent contract
- Booking form

In addition, parents/carers will also complete an Authorised Person Information Collection form, which outlines:

- The names and contact numbers of any individuals authorised to collect their children from the club on their behalf.
- Brief descriptions of each authorised individual.
- A password for each authorised individual.

Pupils will not be able to attend breakfast club, wraparound care, extracurricular clubs, and activities should parents/carers fail to complete and return the relevant paperwork.

Free Breakfast Club

In line with Department for Education requirements, the Academy provides a free breakfast club for all pupils from Reception to Year 6.

The breakfast club:

- is available on every school day;
- operates immediately before the start of the school day;
- is free of charge to parents/carers;
- provides a healthy breakfast that complies with the School Food Standards;
- is open to all pupils, regardless of family circumstances.

No child will be required to access paid childcare in order to attend the free breakfast club.

Extended Breakfast Club

The standard daily fee for attending the extended breakfast club is £1.50. The session runs from 7:50am until 8:40am.

Breakfast provision will meet the School Food Standards, offering a healthy, balanced and nutritious selection (e.g. fruit, cereals, wholegrain options) and avoiding restricted foods.

9. Extracurricular clubs and activities

A wide variety of extra-curricular activities are offered to all pupils at Sacriston Academy with the aim of developing pupils' life skills, such as sports and drama– these are not the same as wraparound care.

Where external providers deliver provision:

- The Academy will ensure appropriate safeguarding checks (including DBS) are completed
- Providers must comply with the Academy's safeguarding and behaviour policies
- A written agreement will clearly outline safeguarding responsibilities.

Extra-curricular activities are also used to give pupils the opportunity to explore things which they may never experience by exploring beyond the national curriculum. A range of opportunities are provided to pupils to promote a healthy lifestyle and support pupils' wellbeing, such as drama club to develop pupils' confidence and sporting activities to encourage teamwork.

Clubs are available to a mix of age groups, ensuring that pupils are given the opportunity to interact with others who have similar interests, rather than always being with classmates or small groups.

In order to ensure that pupils' interests and needs are met, pupils are given the opportunity to contribute to the planning of extra-curricular clubs and activities. Extra-curricular clubs and activities are provided at a charge of £5 per half term. The Academy may provide some provision free of charge, including lunchtime activities. Clubs and activities follow a first come, first served basis. When all the places have been filled, new applications are placed on a waiting list. Parents/carers will be informed in advance should a particular club operate a different system to allocate places.

Extra-curricular clubs are organised, managed and conducted in accordance with the Academy's existing policies and procedures and parents/carers and pupils must adhere to them.

The staff to pupil ratio for extra-curricular clubs and activities is 1:30. When activities involve going off the school site, this ratio is subject to the age range and needs of pupils in attendance.

Pupils participating in the club/activity are registered at the beginning and end of the session.

All extra-curricular clubs and activities follow the same procedures and protocols as the school's extended services. While clubs and activities are being conducted, the designated member of staff leading the extra-curricular club is responsible for the safety and welfare of all pupils.

Staff delivering the extra-curricular club will be determined based on the needs of the pupils attending.

10. Arrivals and Departures

The Academy is fully committed to the safety and security of all the children in its wraparound care and extra-curricular clubs.

- Children and their families are able to access the site for extended service provision during the following times:
 - Breakfast Club Early Drop Off: 7:50am – 8:45am
 - Free Breakfast Club: 8.10am-8.40am
 - Afterschool Clubs: 3:15 – 4:15pm
- Children attending Breakfast Club are escorted to their respective classes by a member of the breakfast club team at 8.40am.
- Children attending after school clubs will be sent to the meeting point (children in EYFS/KS1 will be escorted by a member of staff).
- Parents and carers are expected to ensure children are collected from after school clubs by a suitable adult, unless alternative arrangements have been agreed by the Designated Safeguarding Lead. All children must be collected from the main school entrance at 4:15pm.
- Any concerns about collection arrangements will be referred immediately to the DSL.
- The Academy will monitor breakfast club attendance and participation patterns.
- Where appropriate, breakfast club attendance may form part of wider strategies to improve attendance, punctuality, wellbeing and readiness to learn.
- Information will be used to support service planning and ensure the needs of pupils and families continue to be met.

Uncollected children

If a parent/carers is more than 30 minutes late, the following procedures are followed:

- If a parent/carer cannot be contacted within a reasonable timeframe, staff will follow safeguarding procedures and may contact children's social care for advice.
- The child remains on the premises with a member of staff or is placed with the local social care team.
- The parent will be issued with a penalty notice and no future sessions can be booked without payment being made.
- All actions will be recorded and shared with the DSL.

Individual circumstances are taken into account and penalty fees will be issued accordingly.

11. Health and Safety

All members of staff are aware of their responsibilities and duties in regard to the Health and Safety Policy. All members of staff are responsible for:

- Recording incidents, accidents and near misses in the Accident book.
- Maintaining a safe environment for children and adults.
- Taking part in any relevant health and safety training.
- Any incident causing concern about a child's welfare will be reported as a safeguarding concern.

Illness and injury

In the event of illness or injury, the school will act in accordance with the Accident Reporting Procedure Policy, Near-Miss Policy and the First Aid Policy.

Wraparound staff are trained in first aid and are aware of their duties if a child is injured or becomes ill. There will always be a first aider on site. In cases of minor illness or injury, the following procedures will be adhered to:

- If a child becomes ill, the parents are contacted and asked to collect their child.
- If a child is complaining of illness, but the member of staff feels the child may be well enough to stay in the provision, they monitor the child until the end of the session.
- If a child suffers a minor injury, first aid is administered, and the child is closely monitored for the rest of the session.

If a child suffers a major injury or becomes seriously ill, the following procedures are implemented:

- If a child needs to go to the hospital, an ambulance is called, and a member of staff accompanies them.
- The parents of the child are notified after the ambulance has been called.
- Following the incident, members of staff conduct a review of the incident in order to prevent any such incident from occurring in the future.

The Academy will maintain records of pupils' dietary requirements, allergies and medical needs.

- Staff involved in food preparation and service will receive appropriate training regarding food hygiene and allergen awareness.
- Parents/carers must notify the Academy of any changes to dietary or medical information.
- Suitable alternatives will be provided where possible to meet identified dietary, cultural or medical requirements.

12. Medication

Administering medication to a pupil whilst they are attending breakfast club, extra-curricular activities/clubs, and/or wraparound care will be carried out in accordance with the Trust's Supporting Pupils with Medical Conditions Policy and Managing Medication Policy.

13. Behaviour

Pupils attending breakfast club, extra-curricular activities/clubs, and/or wraparound care MUST adhere to the Academy's Behaviour Policy.

Repeated breaches of the Behaviour Policy may result in the child being unable to attend extended services. Behaviour incidents may be considered safeguarding concerns where they indicate potential harm, including child-on-child abuse

Any fees paid by the parent/carer are returned where a child is not allowed to attend breakfast club and extra-curricular activities/clubs because of their behaviour.

14. EYFS

Children in Reception are able to participate in extra-curricular clubs and activities from the spring term. EYFS provision will comply with EYFS safeguarding and welfare requirements, including ratios, supervision, and paediatric first aid.

15. Emergency evacuation/closure

In exceptional circumstances, such as adverse weather conditions, heating failure or serious illnesses, the clubs are closed.

In the case of an emergency, the following procedures are followed:

- Emergency services are contacted.
- All children are evacuated from the building and taken to the designated emergency assembly point – this is the Key Stage 1 playground.
- A member of staff checks that all the children are at the emergency assembly point, using the club/wrap around register.
- If a child is missing from the emergency assembly point, the emergency services are immediately informed.
- Parents may be contacted to collect their children.
- All children remain at the emergency assembly point until they are collected by their parent.
- A member of staff will take the safeguarding register/contacts to ensure all children are accounted for.
- The DSL will be informed of any safeguarding concerns arising from an incident.

If a child has not been collected after undergoing the emergency procedure, members of staff follow information in the section, 'uncollected children' within this policy.

16. Links with other policies

This policy should be read alongside:

- Safeguarding Policy
- Behaviour and Rewards Policy
- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Managing Medication Policy
- Attendance Policy

- Equality Information and Objectives Statement
- Accessibility Plan
- Food Safety and Hygiene Procedures