



Extended Schools Policy Downsview Primary School



**Downsview Primary School
Biggin Way, Upper Norwood, London, SE19 3XE**

Downsview's extended school provision exists to deliver high quality out-of-school hours' childcare for our parents. It is available for all pupils on-roll at Downsview, from Reception to Year 6. It provides a safe environment, within our ethos of nurturing the 'whole child' – body, mind and spirit. A variety of activities will be available indoors and outdoors. The service will be run by staff from the school, and led by Mrs Annette Nelson and Ms Alison Pemberton.

Aims:

- To provide a happy, welcoming place at the start and end of the day where all children are valued.
- To support working parents by providing an affordable childcare facility.
- Be consistent and reliable to enable parents to have confidence and peace of mind whilst their child is at wrap-around care.

A copy of this policy is available on our website <https://www.downsview.croydon.sch.uk/policies/>.

Opening Times:

The *Breakfast Club* operates from 7.30am – 8.45am term time only.

The *After School Club* operates from 3.15pm – 6.00pm term time only.

After School club will not operate on staff development days and/or the afternoon of the last day of term:

Christmas Holidays: 1.15pm close

Easter Holidays: 1.15pm close

Summer Holidays: 1.15pm close

Admissions:

Places are allocated on a first come first served basis. When the maximum number of places has been reached, children will be placed on a waiting list.

- Only children attending Downsview are eligible to make use of the wraparound care.
- All places are subject to availability and allocated on a first come first served basis.
- When making a booking for the Extended Schools services you are agreeing to the terms and conditions as set out in this policy.
- Children's attendance is recorded in a register.

Booking & Fees:

In order to ensure the consistency, correct staffing levels and high standard of the provision:

- Parents book the days of the week they require at the beginning of the term.
- Fees are paid at least a month in advance. Fees will still be charged for absences unless the school is closed. We do not waive fees when a child is absent for any reason.
- There is no discount for part-attendance e.g. if a child is collected early.
- In the event that fees are not paid in advance the school will assume that a child's place is not required and they will not be able to attend the provision.
- Written notice of one month is required for changes to or withdrawal from the service and payment must be made in full until the end of the notice period.
- Failure to collect your child from After School Club by 6pm will result in a late collection charge of £7.50 for the first 15 minutes which will increase by £2.50 for every additional 5 minutes thereafter. This will be charged to your child's Magic Booking account.
- The school reserves the right to withdraw a child's place in the event of continual late collection and non-payment of any late collection fees levied.

Fees from September 2026:

Standard (prepaid) daily charges:

After School Club: £14.00 per child per day.

Breakfast Club: £6.00 per child per day.

Ad-hoc bookings that are not prepaid will be charged at a higher rate to reflect additional administration and staffing flexibility:

After School Club: £16.00 per child per day.

Breakfast Club: £8.00 per child per day.

Expectations – Behaviour:

We are proud of our learning environment and we expect it to be maintained and respected by the whole school community. We encourage a respectful, friendly, caring atmosphere with a high level of co-operation, so that everyone has an opportunity to enjoy school life before and after the normal school day. Whilst attending children are expected to follow the school ethos and rules; the school behaviour policy applies at all times. The school reserves the right to refuse a child's attendance at clubs where their behaviour is likely to affect the safe running of the club and/or where their behaviour is a significant cause for concern. Parents/carers will be given written notice if their child's behaviour is a cause for concern and their place may be withdrawn.

Equal Opportunities & Inclusion for All:

Downsview is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth. The Extended Schools service will follow all existing school policies and liaise fully with the school and parents/carers to meet the needs of all children. Staff are always happy to discuss any issues regarding any specific needs of individuals.

Routines:

Breakfast Club – 7.30am – 8.45am

- Outdoor areas are unsupervised before 8.45am so parents should escort children to Breakfast Club in the KS1 hall. Entrance is via the side door into 2 Bluebell's classroom.
- Children wishing to have breakfast ask staff for what they'd like, they're encouraged to make healthy choices and have fruit/yoghurt as part of their meal.
- 8.35am tidy up time encouraging the children to take responsibility for the environment.
- 8.45am children collect their coats and bags. Children in years 3 to 6 make their own way to their classrooms, younger children are escorted by Breakfast Club staff.

After School Club – 3.15pm – 6pm

- 3:15pm – Reception, Year 1 and 2 children are escorted to the Key Stage 1 hall by their year group LSAs. They're registered, wash hands and are offered a piece of fruit.
- Children in years 3 to 6 are escorted to the Music Room for registration.
- 3.45pm – 4.30pm - Children will be given dinner and a drink; staff members will sit with the children at this time. Children attending other clubs will be offered a meal on their return.
- Children can then choose from a range of free play and planned activities, both indoors and outdoors.
- Children attending any extra-curricular clubs at the end of the school day will be brought to the After School Club by a member of staff.
- 5:45pm - tidy up time encouraging the children to take responsibility for the environment.

Extended School's clubs have access to other parts of the school for specific activities, including supervised access to forest school, the playground and school field for organised outdoor play. The team always ensures there's a variety of activities available for the children to engage with, this may include arts and crafts, dancing, board games, reading area, building, movies and much more.

Contact with Staff:

Mrs Nelson is the Extended Schools Manager and oversees fee payments, attendance and club administration. All staff working for the clubs are employees of the school and have experience of working with children. The Extended Schools Team participate in on-going training to ensure that best practices are implemented at all times.

Should you wish to make an enquiry or leave a message regarding either Breakfast or After School Club, Mrs Nelson can be contacted in a number of ways:

School landline: 020 8764 4611 between 9.30 - 11.15am daily.

Extended School's mobile: **07857 500544** between 2.45 - 6pm.

Email: extendedschools@downsview.croydon.sch.uk

If your enquiry is urgent please call either the Schools Landline or Extended Schools Mobile.

Safety & School Policies:

The wraparound care is run by the school and all existing policies will be followed. These are available on the school website <https://www.downsview.croydon.sch.uk/policies/>. These include policies relating to the health and well-being of children, i.e. Safeguarding, Equality, Behaviour Management, Whole School Food Policy, Data Protection, Complaints and Health and Safety. The Extended Schools Team are all DBS checked and have a duty of care to the children; this means that staff will provide the level of care of a 'responsible parent' which is the same category as for schools. Staff follow the school's child protection procedures and are legally obliged to report any concerns to the relevant authorities.

Meals:

All children attending Breakfast Club will be offered breakfast, this may include cereal and toast, crumpets, fresh fruit, porridge and a variety of nutritious, hot meals will be offered after school. The cost of breakfast and after school club meals are included in our fees. Please notify us if your child has any special dietary requirements or allergies.

Access & Parking:

Access to both the Breakfast and After School Club will be via the main school Gate on Biggin Way, access via Marston Way is not available.

In the interests of pupil safety and due to limited space, we would like to remind families that they should not be using the school car parks. Please park outside the school being mindful of our neighbours.

Please note that traffic enforcement restrictions apply between the hours of 8–9.30am and 2–4pm on Biggin Way and Marston Way.

Should you have any further questions please don't hesitate to get in touch!



The information contained in this prospectus is correct at the time of publication June 2026 and may be subject to change.