

## Extended Services

**Core Offer**  
**Reviewed: Summer 2026**  
**Next Review: Summer 2028**

### At Howe Dell Extended Services we provide:

- Breakfast Club opens at 7:45am
- The Runway Club is from 3:15pm until 6:00pm
- Holiday Playschemes run from 8am – 6pm. Please see school website for current holiday Playschemes dates on offer.

Our Breakfast Club and After School Club currently serve the pupils at Howe Dell School from Reception to Year 6. Our Playschemes are open to the wider community and aim to support local working parents. The Playschemes are also open to children from Reception to Year 6. Children who will be starting School Reception in September are welcome to join the Summer Playscheme, we feel this can aid transition to school and can give the opportunity to explore the school they are joining.

### What we offer:

- Planned activities and an environment where we encourage confidence, independence and enjoyment through play
- Access to a wide variety of activities including arts and crafts, music, cooking, sports, nature walks, loopy bikes/trikes and more
- Access to the large school grounds including library, multi-purpose room, Kingfisher Island (nature area), large sports field including climbing equipment, ECO bus and an all-weather pitch
- An opportunity for the children to explore, get messy, use their imagination and be involved in the planning of the provision
- A healthy breakfast at Breakfast Club and snack at the Runway Club
- Highly experienced team members who have received a suite of professional development which includes Designated Safeguarding Leads, food hygiene and Paediatric First Aiders
- Daily activities are child led and include: arts and crafts, role play, team games, dancing/group games in the hall, multi sports, timetables rock stars, building and construction equipment, baking, hangman, dominoes, cars and trucks, word searches, colouring, painting, playing board games.

### Food Plan (example only)

Monday	Tuesday	Wednesday	Thursday	Friday
Scrambled egg and mushrooms on toast.	Rolls, ham, jam or cheese. Crispy potatoes, peppers.	Pasta, sauce, tuna/cheese. Sweetcorn, cucumber & tomato	Wraps, chicken, salami, or cheese. Smiley faces. gherkins/ cucumber.	Chicken dippers/fish/veggie fingers. Peas/sweetcorn.
Melon/ blueberries.	Bananas & custard.	Pineapple/ peaches.	Milkshake & biscuit.	Apples.

Meals are changed weekly and dependent on preference and the time of year.

Children's work/achievements will be displayed on the display boards/portfolio along with the activity and food menu for parents to view. These will be regularly updated.

Feedback from children and parents will be encouraged to continuously shape the provision, aids transition and make it the very best we can offer for our families.

When places are limited spaces will be allocated in the following order: top priority will be for siblings. Then from the top of the waiting list in the date order that registration forms were received. An exception to this will be made for children of Howe Dell staff when their parent may work at the club.

In some situations the school may support families in extreme circumstances. Decisions to support families of exceptional need will not be based solely on financial need, factors including, but not limited to, SEN warranting an EHCP process and safeguarding concerns will also be considered. Decisions to offer support will be agreed by at least two members of Senior Leadership Team in advance of an offer being made.

Parents/carers are required to record on their child's registration form the details of adults that are authorised to collect their child. Only adults aged over 18 years will be authorised to collect children. We may ask for proof of age for anyone who does not look over the age of 18.

With prior parental written permission and a discussion with the line manager, people aged 16 and over may be allowed to collect a child from Extended Services.

Parents/carers must inform the staff if their child is going to be dropped off or collected by someone other than themselves and give those collecting the agreed password for that child.

If you would like to register your child on to one the Extended Services provision please call the school office on 01707 263291 option 2 or email [admin@howedell.herts.sch.uk](mailto:admin@howedell.herts.sch.uk) or [extendedservices@howedell.herts.sch.uk](mailto:extendedservices@howedell.herts.sch.uk)

Alternatively, if you would like to speak to the Extended Services Manager directly please call 07782 790118.