



# **Whiston Junior and Infant School**

**Part of White Woods Primary Academy Trust**

# **Extended Schools Policy**

Reviewed: September 2015

Approved by Governing Body: October 2015

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# Extended Schools Policy – edited for use at Whiston Junior and Infant School

## School Aims

The school aims to provide quality education for children between four and eleven years of age. Our aim is to provide high standards of teaching and learning through:

- A rich, broad, balanced and creative curriculum which sustains the engagement of all learners.
- Operating an environment which is safe, healthy, caring and supportive for everyone.
- Encouraging self reliance and pride in all achievements.
- Developing learning skills and a love of learning, including the ability to question, enquire and be independent in their approach to learning.
- Promoting the development of tolerance and respect for others, regardless of race, creed or gender and ensure that all learners have equality of opportunity.

## **Rights Respecting Schools**

Whiston Junior and Infant School is committed to working towards the RRS award. School policies will respect the UN Convention on the rights of the child. The Extended schools policy links to: *Article 31: Children have the right to relax and play and join in a wide range of activities.*

**Extended schools** encompass all activities which take place outside the normal school day, including Breakfast Club and After School Clubs.

Children who participate in extra activities can develop positive attitudes, gain enjoyment and build confidence and self esteem. We aim to achieve the following through our extended schools provision at Whiston Junior and Infant School.

We aim to encourage and include as many children as possible to take part in extended school activities. We want all children to be given the opportunity to be part of a team, group or club where they can develop personally, socially and learn new skills.

## **Aims and Objectives**

- Children to participate and enjoy being part of a club of their choice.
- All children to be included and have access to clubs.
- To co-ordinate and provide 'free' clubs where possible.
- To build relationships with other children and adults.
- Use a variety of club deliverers from within school and externally.
- Monitor how effective clubs are working.
- Seek funding where possible to help children who are disadvantaged.

## **Provision and Providers**

Our Extended schools programme aims to deliver a varied choice of clubs and activities providing stimulating learning and enjoyment. Provision is made for key stage 1 and 2 children. Children in the Foundation Stage are given the opportunity to attend a club in their penultimate term before starting year 1. This is subject to change.

Children on free school meals or with social economic issues are considered and where possible, funding is available to support such cases.

Providers are selected carefully and a wide variety of clubs are offered. Often, providers work in school for more than one term. This is mainly due to demand or popularity of a particular club. It also builds up good links and relationships.

### **Role of the PE and PSHE Lead incorporating extended schools**

To facilitate the after school provision.

- Research available provision for Thameside.
- Select appropriate provision and manage bookings.
- Manage providers, both internal and external providers.
- Timetable activities termly.
- Carry out risk assessments for every club.
- Liaise with admin assistant, the organisation of letters and information.
- Meet regularly with admin to update records and data. Discuss applications and finance matters.
- Work and liaise with the head teacher on club opportunities and progress.
- Invite parents to watch and sometimes take part in sessions.
- Monitor clubs overall, looking at children with special educational needs, free school meals, attendance, boy/girl ratios.
- Comply with all insurance.
- Update and add to any data recorded.
- Actively promote clubs in the school environment through displays, newsletters and other means

### **Extra Curricular Activities**

Part of the extended schools programme also works with local organisations. This develops good links and relationships within the community.

- Sports and inter schools tournaments
- Change4Life lunchtime clubs
- Individual music lessons

### **Charging**

Clubs differ – school ran clubs are free of charge; other sporting clubs by outside deliverers – Live & Learn are charged at £2.00 per session each week.

### **Monitoring and Evaluation of Provision**

To ensure good quality of the extended schools programme, regular feedback and monitoring is carried out.

- Yearly questionnaires with parent and pupils. Data from these questionnaires provide us with information to continue to improve our service.
- Termly feedback from internal and external deliverers on club sessions, learning, attendance and future programmes.
- Co-ordinator to monitor the quality of club sessions, given feedback where necessary.
- Monitoring of data collected from surveys, feedback and numbers of children attending and across the school.
- Meet regularly with staff to evaluate progress of individual children and the sessions as a whole

## **Safeguarding**

Extended Schools safeguards and promotes the welfare of the children who participate in clubs. It is recognised that there is a legal and ethical duty to promote the well-being of children involved in clubs and take appropriate action where we have concerns. Extended Schools follows the procedure and policy of Safeguarding at Rotherham. (See Safeguarding policy)

Both internal and external deliverers are made aware of who the designated officer (DSL – Mrs Angell) for safeguarding is at Whiston. If the DSL is not available then Mrs Furness or Mrs Goodwin are the Deputy DSLs and are a point of contact.

## **DBS Checks**

Every deliverer has an up to date DBS check. Where there are external deliverers that may already have a previous CRB check it is essential that they have a Reading Authority CRB check to deliver clubs at Thameside. A copy of all DBS checks are kept in school.

## **Health and Safety**

Extended Schools follow the Health and Safety procedures and work alongside the health and safety policy that is in place.

Where necessary, any health and safety issues that may occur during or in preparation of clubs are recorded and the appropriate measures are carried out.

## **Risk Assessments**

Each clubs risk assessment is carried out by the Extended Schools co-ordinator prior to any club starting. External deliverers may also present their own risk assessment. All risk assessments are kept in a file in the head teacher's office. They are regularly reviewed and updated.

Deliverers are given a copy of the risk assessment before starting the club.

Any concerns or incidents are reported back to the extended schools co-ordinator. These are then recorded and monitored closely.

## **Behaviour**

Expectations are the same as during the school day. Clubs follow the behaviour guidelines as set in the school's behaviour policy. (see policy for details).

In some cases, unacceptable behaviour during a club session can result in a child missing a session. Behaviour is monitored by both the co-ordinator and deliverer. Issues or incidents are fed back regularly. Parents are frequently informed of any behavioural incidents. In some individual cases, such incidents may be recorded in a child's individual behaviour file.

Positive behaviour is promoted, role modelled and fed back to parents, governors and the school.

## **Future**

The future of extended schools is to continue a good and vibrant programme. The extended schools team always look to promote new initiatives, projects and ways in which to take the extended provision further and develop. Ideas and future projects are ongoing.

Links with outside agencies, local schools and contacts help provide and enrich the programmes Thameside offers. Clubs which are popular sometimes continue for more than one term, otherwise we feel it is essential to rotate and where possible, introduce new clubs.

The benefit for children at Thameside is that there is an opportunity to take part in clubs and other extended school projects. Children are also given chance to mix with other year groups as well as their own. Through data and monitoring it is important that all children at some stage during their time at Thameside are able to take part in the extended schools programme.