
St Mary's Church of England Academy, Walkley

Extended School Policy



***“I have come that they may have life,
and have it to the full.”***

John 10:10

Reviewed: March 2020

Approved by Governors: Summer 2020

Date of next review: Summer 2022

Extended School Policy

St. Mary's CE Academy
'Excellence through faith & learning'



At St Mary's, we aim to provide a caring environment where every child can thrive and is supported to achieve their unique & amazing potential as a child of God. As such, this means that we want our children to be happy & healthy and this includes both before as well as after school.

Extended schools encompass all activities which take place outside the normal school day. & includes the wider support that we can offer to children and parents at our school. Children who participate in extra activities can develop positive attitudes, gain enjoyment and build confidence and self-esteem.

Aims and Objectives:

We aim to achieve the following through our extended schools' provision at our school; for all children to:

- ✓ be included and have access to clubs where they can develop personally, socially and learn new skills.
- ✓ participate and enjoy being part of a club of their choice.
- ✓ co-ordinate and provide 'free' clubs where possible.
- ✓ 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.
- ✓ seek alternative funding streams where necessary.
- ✓ for children with SEN to be supported where necessary.

Childcare and Varied Menu of Activities:

At St Mary's, wraparound childcare for school aged children is provided by the school to support families from 7:30am to 8:40am and from 3:15pm to 5:45pm. We are open daily, in term time only. We are not open on Inset Days. Our Breakfast Club and After School Club are run on site by members of school staff to ensure that pupil's get the best possible care.

Charging:

Lunchtime clubs and after school clubs are generally are free of charge. External providers charges may vary and payment is organised directly with them. The school makes every attempt to keep these costs to a minimum and makes no additional money from them. Breakfast Club and After School club charge a daily rate, which is kept at a minimum. We subsidise places for disadvantaged pupils in need of this facility.

Monitoring and Evaluation of Provision:

To ensure good quality of the extended schools programme, regular feedback and monitoring is carried out in the following ways:

- ✓ Annual 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 monitors 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.

- ✓ Taking feedback from 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. (See Safeguarding policy). Both internal and external deliverers are made aware of who the designated officer for safeguarding is at our school.

DBS Checks:

Every deliverer has an up to date DBS check. A copy of all DBS checks is 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.

Premises:

Areas of the school suitable for delivery of Extended Services and equipment will have updated as necessary.

Risk Assessments and Health and Safety Checks:

Where necessary, a rental/lettings agreement will be agreed upon between outside agencies and the school.

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. 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 Senior Leadership 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 that we offer. 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 our school 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. Thorough data and monitoring it is important that all children at some stage during their time at the school are able to take part in the extended schools programme.

Community Use:

The hall and grounds are available for community use upon request and if able to, based on the availability of the Buildings Officer.