



EXTENDED SCHOOL POLICY

Agreed by: Governors at the Curriculum Committee of the Governing Body

Date: 24th May 2012

To be reviewed: One year from ratification – May 2013

Introduction

At George Tomlinson Primary School we believe that pupils who participate in extra activities do better academically, have more positive attitudes to learning and attend school more often. There is considerable evidence nationally that a range of aspects of extended schools provision can lead to improvements in pupil achievement, engagement in learning and self-esteem, narrowing the gap in particular for some of our most vulnerable pupils. Delivering a successful extended school offer is therefore a high priority to develop at George Tomlinson and to plan for the vision for the future.

Rationale

George Tomlinson Primary School has sought to increase the opportunities and support available to its pupils and parents in a variety of ways, helping to enrich the learning experiences and lives of young people and their families.

This policy seeks to clarify the rationale and practicalities of extended school provision at George Tomlinson. We welcome the extended schools agenda as a framework to continue improving to raise standards and improve outcomes for young people, in an engaging and fun way for our children.

What is an extended school?

An extended school encompasses all activities which take place outside the school teaching day: before school, at lunchtimes, and after school, including clubs to develop particular skills (for example, sports) and childcare provision.

Our Aims

We aim to achieve the following through our extended school provision:

- To provide extended care for children, especially to support parents who work, from 7.30 to when school starts (Breakfast Club), and from when school ends until 18.30pm each day (After School Club).
- To offer a broad range of quality activity clubs where children can develop skills within their chosen areas of interest (for example, sports, music, creative arts etc)

- To offer club opportunities to all children in Years 1—6, aspiring for all children to take part in at least one club
- To ensure clubs offered enable children to develop in a range of ways: for example, their confidence, independence and social skills as well as their chosen skills in a particular area.
- To target children for particular clubs based on their needs: for example, academic booster clubs.
- To offer opportunities for family learning and adult learning: for example, parent and child clubs or parent workshops.

The offer at George Tomlinson in practice:

The school will commit to the following practical arrangements to ensure access and the smooth running of extended services:

Clubs will run between 7.30am to when school starts, during lunchtimes, and from the end of the school day to 18.30pm, Monday to Friday. A provisional club timetable will be produced at the end of each term and a confirmed timetable will be sent out at the start of each new term for children and parents to select activities. ‘

Breakfast Club and After School Club will run every day, and will include a broad range of engaging learning and play opportunities for children. These will be planned on a weekly basis; the weekly plan will also set out the activities being offered and the resources and staffing for each activity. The weekly plan for both clubs will be displayed in the large hall.

All other activity clubs will run every week, Monday to Friday, with the exception of the first and last weeks of term. Clubs will be allocated on a ‘first come, first served’ basis with a reserve list for those children who do not get their first choice. Children will need to commit to a five week period in a club, which will support both the practical administrative arrangements and support children with making careful choices and learning to commit. All activity clubs will last for one hour, or for 40 minutes at lunchtimes.

The Learning Mentor will coordinate all club lists and timetables, take and record payment for clubs, and be responsible for maintaining a quality offer.

All clubs will be dependent on pupil numbers—so the school must reserve the right to cancel clubs where there is not enough pupil interest or uptake.

All our clubs will offer children the opportunity to select activities that enable them to work in small and medium groups. Staff will actively engage with and support children in each activity offered.

All ICT activities offered will be delivered in strict accordance with existing school policies, including the school’s e-Safety Policy.

Behaviour in clubs will be managed in accordance with the school’s behaviour policy.

Any continued difficulties with behaviour from particular children to be made known to the Learning Mentor and Deputy Headteacher.

All clubs and activities, and staff delivering these, will follow our healthy schools ethos

After School Club will have a number of specific arrangements, including:

- staffed support for homework on Friday and Monday afternoons, in a quiet area
- properly supervised ICT access for children
- provision of healthy hot snacks and fresh fruit, and water.

Responsible staff

After School Club Leader responsibilities include:

- preparation of weekly plan setting out activities, resources and staffing
- maintenance of daily club register, including registering late arrival of children joining from other clubs
- supervision and performance management of ASC staff
- monitoring that all ASC staff are signed in before the start of each session
- preparation of annual request for resources and submit to Finance Officer via Deputy Headteacher

Learning Mentor responsibilities include:

- maintenance of club registers
- handover of children arriving later at ASC from other clubs
- supervision and performance management of club staff
- monitoring that all club staff are signed in before the start of each session
- preparation of annual request for resources and submit to Finance Officer via Deputy Headteacher

Deputy Headteacher responsibilities include:

- supervision and performance management of Learning Mentor and ASC Leader
- sign off of resource requests for clubs

Staffing

Staff running clubs may be teachers at the school, members of support staff in the school, or specialists from the extended school community (for example, a dance teacher). All adults delivering extended school activities will always have appropriate qualifications, a CRB check, and the quality of the provision will be monitored by the school. Quality of provision will be ensured through monitoring of clubs, and evaluations to inform the next term's club offer.

A Club Leader is defined as any adult responsible for planning activities and ensuring sufficient resources are available for each session. They are also responsible for behaviour management within the sessions.

A member of support staff for clubs is defined as any other adult in the club. They do not take part in planning or resourcing the club but will be expected to support with behaviour management and scaffolding the activity for the children.

All staff employed by the school specifically for clubs will be entitled to supervision, appraisal and professional development in line with agreed HR policies. The Learning Mentor and Deputy Headteacher will review job descriptions, supervision notes, appraisal and personal development plans on an annual basis.

Club leaders should be aware that clubs will be monitored throughout the term by the Deputy Headteacher and the Learning Mentor for quality assurance purposes.

After School Club staff job descriptions will include the following qualifications:

- After School Club Leader – Young Persons Workplace Diploma Level 3
- After School Club worker - Young Persons Workplace Diploma Level 2

Charges for extended school clubs

Activities offered will be costed and parents charged in accordance with the school's Charging Policy, which states that all clubs will run on a cost recovery only (i.e. non-profit) basis. The Finance Officer will maintain oversight of all expenditure and income and provide regular reports to the Finance Committee.

Inclusion

All the clubs offered as part of the George Tomlinson extended school will comply with and support the school's Inclusion Policy. All clubs will be accessible and their membership will reflect the wider pupil population.