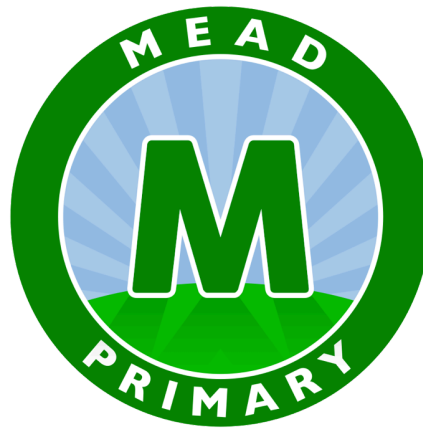
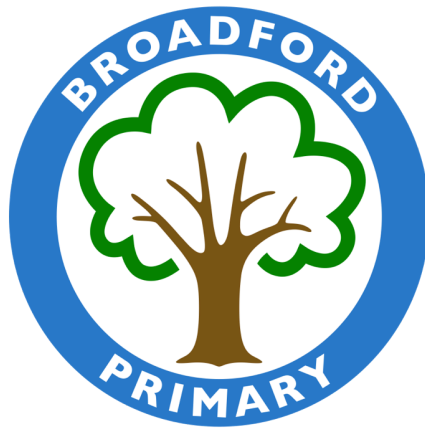


Extended Schools Policy



Policy review date	January 2024
Date of next review	January 2025

What are extended services?

Extended services are additional services and activities offered by schools to pupils, their families and the community. These services often take place outside of normal school hours and can include access to childcare, sports activities and support for learning.

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.

Do all schools offer access to extended services?

Decisions about which extended services to offer are made by the schools themselves. To get information about which services are being offered by your child's school, please refer to the school website or contact the school office.

Types of extended services on offer typically include:

- learning opportunities outside of the school day, like booster groups or homework clubs.
- parent support services or more specialist services like health, social care or special educational needs services.
- sports and arts activities.
- childcare services before and after school (e.g breakfast club).
- school facilities for members of the community such as those used for adult and family learning, sports and Information and Communications Technology (ICT).
- external lettings, some of which may be available to children.

Can schools charge for extended services activities?

Schools may charge for extended services activities and childcare. Charges can cover things like the cost of non-teaching or teaching staff used to lead activities or a supply teacher brought in to run a club. The total charge must not be more than the cost of providing the activity and no parent should be asked to cover the costs for others.

Even if they take place outside of school hours, schools cannot charge for activities if they form part of the:

- National Curriculum
- Syllabus for a public examination the school is preparing pupils for
- School's basic curriculum for religious education

Financial help to pay for extended services

If you work and pay for your child's out of school clubs, you may be able to get tax credits to help with the costs. The amount of tax credit received depends on parental income. However, to qualify, the club or clubs must be registered with Ofsted on either:

- the compulsory register for children aged five to seven
- the voluntary register for children aged eight and over

Clubs run directly by the school are not required to register. You can get help with the costs of childcare provided through extended services.

Our Rationale

At The Learning Federation, we believe that After School Clubs can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter. Breakfast Clubs are available at both schools and there is an on site afterschool club provision at Broadford. Holiday clubs are operated at both schools. Further information can be obtained from the school office.

Clubs Offered

A list of after school clubs offered will be made available to all families. You can also call the school office who will be able to provide more details regarding our current club provision.

Joining Arrangements

We require a complete signed permission slip (or sometimes a Google Form) to be returned to the school for children to be able to attend a club. The permission slip will include key information (e.g. type of club, day, time).

Registration

Club Leaders take a register before each session and have access to key information (medical, contact numbers etc); this may be via SIMs, the school office or paper copies.

Attendance

It is expected that a child will commit to membership of the chosen clubs. Parents are requested to inform the club organiser if their child wishes to leave the club before the end of term. Poor attendance by a child may result in them losing their place at the club; this decision is made by the club leader.

Absences

Parents are requested to inform the club organiser in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the school office or by phoning the staff in the school office who will pass on the message.

Cancellation

If a session needs to be cancelled on the day itself (e.g. due to the unexpected illness of club staff), the school will notify parents as soon as possible, either by phone or SchoolPing. Parents may then be required to make arrangements to collect their child at the usual end of the school day rather than the later time. Should a session be cancelled at the last-minute (e.g. due to adverse weather conditions), the club leader/school will supervise the children until the end of the school club as normal.

Supervision and Safety

The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents. Parents are to pick up children at the school main entrance at the time of the club finishing. Siblings of children attending clubs are to be collected as usual at the end of the normal school day and are not permitted to stay unless supervised by the parent/carer.

A 'first-aider' will be on school premises for the duration of the club session.

In case of fire, the children will be led to the school's standard evacuation point where the club organiser will check the club register. As this will be our standard evacuation point, the children will be familiar with this procedure.

Behaviour

Most before and after school clubs for children are run and or facilitated by staff working in The Learning Federation. In the case that the club leader is from an outside agency they will have the right to ask children to be removed from the club if they feel that behaviour is unacceptable or inappropriate.

Parents/carers will be informed of the decision at the end of the session. Although a member of staff will be on the premises for clubs run midweek during term time, the club leader has overall responsibility for the club and will therefore make the decision on behaviour and attendance.

Children are expected to behave in an appropriate and acceptable manner in relation to the Behaviour Policy. Children and parents/carers are responsible for behaviour during clubs/extended provision. Parents must ensure their children are aware of appropriate behaviour during these sessions.

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 for safeguarding at The Learning Federation. (See Child Protection policy).

Both internal and external deliverers are made aware of the identity of the DSL

DBS checks

The school checks that every club provider has an up to date DBS check.

Equality statement

The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.