


# Cunningham Hill Junior School Governing Body



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| Document:         | Extended School Policy   |
| Agreed by:        | CHJS Governing Body  |
| Date agreed:      | October 2015   |
| Signed:           |  |
| Date reviewed:    | Oct 2019   |
| Signed:           | <i>Sohan Sooral</i>  |
| Next review date: | September 2020   |



# Extended School Policy

## Statement of Intent

Cunningham Hill Junior School runs a variety of after school clubs, Holiday Clubs and Earlybirds Breakfast Club and Owls After School Club. We can also offer signposting to a number of other clubs, and quality wraparound care providing a range of activities for members of the local community. Where possible, we will run clubs by the school staff in order to ensure the safety of the children and retain the inclusive ethos of the school. We expect such activities will develop self-esteem, enjoyment and a sense of achievement in our pupils. We will also offer some activities run by external providers to maximise the range of activities on offer.

## Purpose

This policy identifies all aspects of the extended school provision. It lays out a core set of principles and procedures that underpin all the school offers in terms of home based and commercially sourced provision so as to protect children and families from exploitation and practices that disadvantage individuals and groups, thus ensuring educational standards are maintained, good practice is applied, procedures and protocols identified. In consequence, all providers are left in no doubt as to what is expected and all parties are clear about the expectations.

## Scope

This policy applies to all those providing clubs and activities who come under the responsibility of the school during, before and after the school day. It applies to any activity which comes under the jurisdiction of the Head teacher and the Senior Management such as all extended school provision. It also covers out of school clubs and activities held on the school premises run by school and non-school staff and other volunteers. Providers are the leaders of any club or activity. Club refers to organised group which takes part in any activity on the school premises outside of the normal curriculum.

## Quality Criteria

The policy supports the aims and objectives of the school and is not in conflict with any other school or Local Authority policy. It supports best practice in being clear and understood by users and managers. It is practical in terms of decision making and operational management of the extended school agenda at this school.

## Aims:

- To offer a range of activities before and after school giving pupils the opportunity to develop and further their potential
- To offer a secure and safe environment in which pupils can take part in extended school activities
- To offer a balance of arts, sports, social and educational activities
- To ensure that the activities are regularly monitored and that the provider carries out appropriate risk assessments and is aware of the safety procedures in the school.
- To minimise charges for school run activities, and ensure external providers who charge provide a free place for disadvantaged children (in a ratio of 1:15)
- To provide a balance of paid and free activities
- To ensure a manageable number of clubs are run each term

The school will ensure that:

- A safe, clean, and secure environment is provided
- Roles and responsibilities are clearly demarcated between the school and the providers and all health and safety checks are in place
- Providers are supported and encouraged in order to build a relationship based on trust
- The activities are in keeping within the inclusive ethos of the school
- All safety checks have been carried out on the provider with regard to DBS and references.
- The activities will be marketed to the wider school community
- There is space and time for the activity to take place
- There is a need and demand for the activity.
- The SLT, Office staff, the caretaker and all other interested parties have been consulted, taking into account workload and whether the activity would genuinely build on what is already provided
- The number of pupils in the club is reasonable in terms of ratio, adult to pupil, taking into account the amount of space and the type of activity
- The provider is aware of procedures at times when a pupil is not collected, what to do with lost property, other operational details and knows who to contact the office or the head teacher if they are unsure
- The club is not interrupted unless there is an emergency and sufficient notice is given if there is any clash between the school and the provider
- The caretaker will usually be on site, unless agreed with the provide
- The work of the club will be displayed either through opportunities to perform or space provided on display boards and will market the club through the school website/newsletter.

The provider will ensure that they:

- meet with all current legislations held by both the school, and the LA
- keep an up to date register of attendees and contact numbers.
- Ensure that every child is collected by a known adult at the end of the Club, unless alternative arrangements are made.
- Ensure that the standard of behaviour of participants is appropriate.
- Do not affect the smooth running of the school day.

The effectiveness and value of the extended school offer will be regularly monitored by the extended curriculum coordinator.