



Shenfield St Mary's CE Primary School

Extended Schools Policy

Ratified: Spring 2024

Review due: Spring 2027

Unlock every child's potential as a unique child of God

“May Christ dwell in your hearts through faith, that being rooted and grounded in love, you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.” *Ephesians 3: 17-19*

**Our aim is to ensure that every child's unique strengths are celebrated and strengthened alongside gaining an excellent academic, social, emotional and physical education.**

## Introduction

Extended schools encompass all activities that take place outside the normal school day. Extended schools also include the wider support that we can offer to children and parents at Shenfield St Mary's. Children who participate in extra activities can develop positive attitudes, gain enjoyment and build confidence and self-esteem. As a fully inclusive 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

- To provide activities that enhance, extend and compliment the curriculum
- Children to participate and enjoy being part of a club of their choice.
- All children to be included and have access to clubs.
- Children with SEND are supported eg, 1:1 adult support
- 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

The 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. On occasions, EYFS pupils may have an earlier opportunity to take part.

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

We aim to provide clubs that support pupil premium children. Children are carefully selected to take part in a free club that matches a need for example to develop life skills (cooking), social skills or healthy lifestyle, (team games) or clubs that will develop confidence and social skills.

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 extended schools co-ordinator**

- To facilitate the extended school and club provision.
- Research available provision for Shenfield St Mary's.
- 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/Head of School on club opportunities and progress.
- Invite parents to watch and sometimes take part in sessions.
- Monitor clubs overall, looking at children with SEND, in receipt of the pupil premium grant, 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.
- Contribute any information or data to the SEF or any other school documents.

### **Extra-Curricular Activities**

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

- Sports and Inter Schools Tournaments
- Shenfield library (open to children after school each week)
- Possibilities of lunchtime clubs
- Individual music lessons
- Visits to watch live sport through particular clubs

### **Charging**

All school managed clubs will mostly be free or subsidised using additional funding streams. Clubs run by private providers are charged at rate set by the organisation (all monies are taken directly by the club management). Additional funding may be sought for disadvantaged pupils to attend clubs run by private providers.

## **Monitoring and Evaluation of Provision**

- To ensure good quality of the extended schools programme, regular feedback and monitoring is carried out.
- 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 (including Health and Safety)**

All providers follow the school's Safeguarding and Child Protection Policy, Health and Safety Policy and related policies. All adults working in a regulated activity (see Keeping Children Safe in Education) have the appropriate pre-employment checks, this includes all volunteers and adults employed by outside providers. Training is provided for all school staff members and the school checks that the appropriate training has been provided for all adults employed by outside providers.

## **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 head teacher/Head of School and deliverer. Issues or incidents are fed back regularly. Parents will be informed of any behavioural incidents as necessary. In some individual cases, such incidents may be recorded on a child's individual behaviour log. Positive behaviour is promoted, role modelled and fed back to parents, governors and the school.

## **Review**

This policy will be monitored by the governing body and reviewed every three years and in line with any new legislation.