

# WHITEFIELD PRIMARY SCHOOL

## Extended School Policy



Reviewed: February 2013

Review date: February 2014

# WHITEFIELD PRIMARY SCHOOL

## EXTENDED SCHOOL POLICY

At Whitefield Primary School we believe we are an extended school as we support the delivery of Every Child Matters outcomes, by providing a range of extended services planned to break down barriers to children's learning which will enable them to achieve their potential and to improve their well-being.

We offer a range of services and activities to meet the needs of children, parents and the wider school community. We believe these services and activities will develop self esteem, enjoyment and a sense of achievement in our pupils.

We believe the benefits of an extended school for children are:

- improved pupil attendance
- improved motivation and self esteem
- improved attitudes to learning
- more opportunities for gifted and talented pupils
- more opportunities for pupils with special needs
- access to more facilities and equipment
- more specialist support to address a range of pupil needs
- better relationships with our parents

We believe the benefits of an extended school for parents are increased:

- availability of local specialist support services;
- socialising opportunities with other parents and members of the community;
- levels of parental involvement in their child's learning;
- job opportunities.

We believe the benefits of an extended school for the community are improved:

- supervision of children out of school hours;
- utilisation of local resources;
- opportunities for community regeneration

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

## ***Aims***

- To offer a range of activities, before and after school, giving pupils the opportunity to develop and further their potential.
- To work with other services to share good practice in order to improve this policy.

## **Roles and Responsibilities**

### ***Role of the Governing Body***

The Governing Body has:

- The Head teacher is to be responsible for organising a programme of activities for pupils;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### ***Role of the Headteacher and Senior Leadership Team***

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure that all activities are in keeping with the inclusive ethos of the school;
- track attendance of pupils at school clubs;
- ensure that CRB checks have been undertaken on all providers;
- ensure that agreements are in place with each provider;
- ensure that all healthy and safety risk assessments are in place;
- ensure that the school environment is safe, clean and secure;

- ensure that First Aid facilities are up to date;
- ensure that each activity is reasonable priced;
- ensure that all activities are advertised to the wider school community;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

### ***Role of teachers/club leaders***

- ensure permission slips for clubs are obtained from parents before pupils start club;
- ensure parents are informed if a session is cancelled;
- keep a register of attendance for each session and pass this information to the inclusion manager;
- ensure all pupils exit the building at the end of the session;
- pass any funds from parents to the school office;
- comply with this policy;

### ***Extended school programme***

We are offering the following activities for this academic year:

- *Breakfast club*
- *After school football club*
- *Cookery/healthy eating clubs*
- *Craft clubs*
- *Lunchtime clubs*
- *Choir*

### ***Role of pupils***

Pupils will:

- Ensure their behaviour in school is in line with what is expected of them during the usual hours of the school day;
- Report any concerns/issues to a member of staff/club leader immediately;
- Show respect and consideration for others'

### ***Role of School Council***

The School Council will be involved in:

- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- contributing to the review of this policy;

### ***Role of Parents/Carers***

Parents/carers will:

- be aware of and comply with this policy;
- be encouraged to take an active role in the life of the school;
- be asked to give feedback through surveys/questionnaires;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

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Head teacher

February 2013

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Chair of Governors

*(This Policy will next be reviewed in February 2016)*