

# **Toll Bar Primary School**

## **Extended School Policy**

### **Statement of Intent:**

Toll Bar primary School runs a variety of after school clubs, Holiday Clubs and a Breakfast Club. We can also offer signposting to a range of other clubs, and quality wraparound care providing a range of activities for members of the local community. Where possible, we will continue to host clubs provided by outside agencies through Get Active Doncaster 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 believe such activities will also support the Every Child Matters agenda.

We will also offer the Wider Community a range of activities where possible, provided by the WEA and Adult and Family Learning where possible.

### **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 Toll Bar Primary 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 .
- We intend where possible not to charge for activities, except Baking Club (only to cover ingredients)
- To provide a balance of paid and free activities
- To grow in a controlled manner.

**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 CRB 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 SMT, the Finance Officer, the administrators, the caretaker and all other interested parties such as the music coordinator, if for example the activity is related to music provision have been consulted, taking into account workload and whether the activity would genuinely build on what is already provided
- The number of 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 provider
- 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:**

- It meets with all current legislations held by both the school, and the LA
- Keeping an up to date register of attendees and contact numbers.

- Ensuring that every child is collected by a known adult at the end of the Club, unless alternative arrangements are made.
- Ensuring that the standard of behaviour of participants is appropriate.
- That it does not affect the smooth running of the school day.

## **Every Child Matters**

The five points of the Every Child Matters agenda are central to the Extended Schools programme in the following ways:

### **Be Healthy**

The importance of a healthy diet and exercise is a common theme throughout all extended school activities. Providers are informed of religious festivals during which pupils and staff may be fasting.

### **Stay Safe**

The school community is encouraged to welcome diversity and through improved understanding and an open approach learn to develop mutually beneficial and positive attitudes. Social/pastoral/medical records are shared with providers when necessary.

### **Enjoy and Achieve**

The Extended Schools Agenda is designed so as to promote individual self esteem, confidence, an awareness of differing relationships with adults, through a sense of enjoying and achieving. Our aim is build an inclusive environment where all can fulfil their potential and all can share in the success of others.

### **Make a Positive Contribution**

The collective atmosphere engendered through the Extended School agenda encourages all individuals to feel part of a collective whole which is bigger than themselves. They in turn contribute towards the success of others and the school as a whole.

### **Achieve Economic Well-Being**

The development of confidence and the sense of self worth is the consequence of being part of a flourishing and successful community. These attributes form attitudes which will stand any individual in good stead for their future both in their secondary school and beyond. They assist in ensuring that the individual has social skills necessary for their adult life.

Reviewed: January 2013

Next Review : January 2015

Chair of Governors

Date