

# **St John Baptist (Southend) CE Primary School**



# **EXTENDED SERVICES POLICY**

**Agreed: Dec 2016**

**Review Date: Dec 2019**

**By: Curriculum and Pupil Welfare Committee**

# St John Baptist Primary School

## Policy for Extended Services

This policy has been written to provide information for the parents and staff at St John Baptist Primary School about the Extended Schools provision currently on offer at the school. The policy aims to give structured guidelines and support in regard to every relevant aspect of the extended services on offer at St John's. After-school, study and breakfast club are the main forms of extended services that we offer at St Johns. Other services including

- Links with The Young Carers service

### **After-school / Study Clubs and Breakfast Club**

The school has developed an extensive range of after-school study clubs that reflect the needs and requirements of a diverse school cohort. Throughout the year, activities typically include art, performing arts, cooking, sports and ICT-based activities; these are available to the children at the end of the school day. The school also offers a breakfast club from 7.45am-school begins.

The clubs that we offer at St John Baptist Primary School target the rich and diverse cultural, social and spiritual needs of our local community. The overall aim is to provide:

***'A range of services that provides at the very least, one accessible extended schools opportunity to every single child that attends our primary school' - (Extended Schools Administrator)***

The Extended-schools Administrator engages in self-evaluation with the children, therefore ensuring that the real needs of the school community are catered for.

Where possible, we look to find external sources of funding for the cost of the provision that we offer to our families. Where this is not possible,

**We make a small charge for some of the provisions. Pupil premium children (Ever 6) are currently offered funding for all after school clubs on site. For information regarding charging for extended services, please see the Charging and Fee Remission Policy.**

### **Aims and Objectives of Study Clubs**

- The provision of after-school study clubs at St John Baptist Primary School has a series of aims and objectives. They are as follows:
  1. To provide equal access and participation to any child regardless of their race, religion, gender and special educational needs, so that they can attend any club that is on offer to their particular year group.
  2. To extend provision so our children can access different activities that may not be available within the normal school day. This includes experiencing and embracing activities from a range of diverse cultural backgrounds.
  3. To increase children's skill levels, attainment and experiences of extra-curricular activities which may result in them joining new community clubs and projects.
  4. To encourage the children to take part in activities that will actively encourage themselves to lead healthier lives.
  5. To encourage children to develop a love for learning and become life-long learners.

### **Admission to After-school Study Clubs**

- All children and parents will be informed in advance, when we plan to recruit children for new study clubs by letter or flyer. Interested children/Parents will then be asked to return a reply slip to the Teacher organising the provision, who will then inform the relevant parents if their child has been successful in obtaining a place at the respective study club.
- The first opportunities to attend a study club will go to children that are not members of any other after-school study club at the time of applying. These are 'picked out of the hat' on most

occasions. An example of an exception to this rule may be if a particular club would provide additional developmental support to a child with special educational needs. If there are still places available after these processes, the remainder of the children will be 'picked out of the hat'.

- All successful applicants will be notified by letter, which must then be signed and returned to the Extended Schools administrator by their Parent/Carer.
- All unsuccessful applicants will be notified by letter and then placed on a waiting list which will automatically give them a place at the next available admission for that study club. The child is not required to accept a place when one is available, if they no longer wish to attend.
- Parents must inform the Extended-schools Administrator if their child no longer wishes to attend a study club and only in exceptional circumstances, will a refund for remaining sessions be made (if paid).
- Parents/children must have an agreement from the Extended-schools Administrator that they can switch from study clubs that fall on the same evening.

### **Study Club Tutors**

The school uses a combination of freelance tutors and its own staff to run its clubs. The school ensures that:

- All tutors that are freelanced by the school to deliver study clubs have been DBS (police) checked.
- The tutors responsible for delivering their respective after-school study club will also be responsible for the organisation of the curriculum planning and delivery of activities that takes place within the study club.
- The tutors will also be responsible for taking a register before the start of each session. The register will then be returned to the Extended-schools Administrator by the tutor, before they leave the school premises.

- Tutors must not leave their group unattended for any reason during a session and if they do need to leave in an emergency, must inform the Extended-schools Administrator, who will then arrange for a staff member on site to take over responsibility of the group.
- All tutors are expected to arrive at their teaching point just before the arranged start time of their session in order to receive their group and prepare their teaching environment. Continual failure to do this may result in an alternative tutor being sought to deliver the sessions in the future.
- All tutors will be expected to implement the schools behaviour policy while delivering sessions and report any persistent negative behaviour to the Extended-schools Administrator, at the end of the respective session.
- If a Club Tutor cannot deliver a forthcoming session, they will be required to report this to either the SBM or the Extended-schools Administrator at the earliest opportunity so alternative arrangements can be made for that particular session.
- Due to the commitments made by the Parents and school to delivering an effective extended school, the Extended schools Administrator would ask that tutors try their utmost to honour their study club commitments for the agreed term. Continual absence (even with notice) may result in an alternative tutor being sought to deliver future sessions.

### **The Dropping off and Collection of Children to and from Study Clubs**

- Children are expected to go straight to the respective point of their study club for registration on every occasion. They are not allowed to exit the building alone for any reason either before, during or after attending a study club. If they need to get a message to their responsible adult, they must ask their class teacher to organise this before the end of the school day.
- Children must not return to the point of their study club after the group and tutor has left. They can only do this if they are accompanied by the tutor or a staff member. Children failing to follow this rule may find themselves taken out of the activity.

- Parents/Carers and responsible adults are required to collect their children from the respective collection point and at the agreed time designated on the acceptance letter. If they are unable to meet these requirements, they must contact the Extended-schools Administrator immediately to arrange alternative collection plans. Parents/Carers and responsible adults that are persistently unable to collect their children on time, may face having their child taken out of the activity.
- The school is not required to look after siblings or other children for a parent, while their other child/children are attending a study club. Parents/Carers and responsible adults must ensure that all children are collected from the school at the time that their school day ends, even if it means the adult returning to the school again that evening. Parents/Carers and responsible adults that are persistently unable follow these guidelines, may face having their child taken out of the activity.

### **Behaviour of Children While Attending Clubs**

- It is expected that children will follow the school's guidelines of behaviour as set out in the **St John Baptist Primary School Behaviour Policy**. Any child not able to follow these guidelines will face the following measures:
  1. The 1<sup>st</sup> incident of behaviour that is deemed either unacceptable or unsafe will be reported to the Extended-schools Administrator, who will then inform the Head of School. She will then discuss the incident with the Parents/Carers of the child/children and **one more** opportunity will be given to the child to change their behaviour at the study club.
  2. The 2<sup>nd</sup> incident of reported behaviour that is deemed either unacceptable or unsafe will be reported to the Head of School this may result in the child/children being taken out of the activity **permanently**. The now vacant place will be given to the next child on the waiting list. If these measures are required, the Head of School will once again engage in dialogue with the respective parents/Carers.

## **First Aid Procedures**

- Should first aid be required during an extended schools activity, the tutor is required to inform the Extended-schools Officer (by sending a responsible child) as soon as possible. The Extended-schools Administrator will then determine the extent of the first aid requirement and administer/dial 999.
- If first aid is required to be administered, the tutor will need to record and sign the incident in the First Aid Book which can be obtained by asking the Extended-schools Administrator.

## **Fire Evacuations**

- In the event of the fire alarm being raised during an extended schools activity, the tutor will be expected to vacate his/her children from the building immediately, using the nearest fire exit. The tutor will then be expected to line the children up in the main playground at the front of the school, where they will then take a register to make sure that they have every child.
- The tutor must not return, or let any child return, into the school building to collect anything during or after a fire evacuation. A member of senior management will announce when the building is safe to return to.