

Cottesmore St Mary Catholic Primary School

Extended Schools Policy



'Mane nobiscum Domine'
(Abide with us O Lord)

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Policy written by: Rachel Breen

Policy reviewed & passed by: Pupils, Parents and Community Committee

Key person responsible for Extended Schools: Rachel Breen and Michelle Sylvester

Other policies linked to this policy: Health and Safety Policy, Behaviour Policy, Complaints Policy, First Aid Policy

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Mission Statement

*'Mane nobiscum Domine',
- abide with us O Lord.*

God made each one of us. We are all unique.
He loves each one of us and He calls us by name to
do His work by living the Gospel daily.

Children, parents and all those who work here
belong to our school family.

We learn to show compassion, love and respect
for each other and the world in which we live.

We always try to do our best and rejoice in each
others' successes.

We pray and celebrate together.

We work together to make the most of every
opportunity knowing that we all have a special part
to play in the building of God's world.

Rationale

Children have a core entitlement in terms of the curriculum. Whenever possible we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff, external providers and independent clubs – all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

Introduction

Extended services are additional services and activities offered by schools to pupils, their families and the community. These services often take place outside normal school hours and can include access to childcare, sports activities and support for learning.

Our aims

At Cottesmore St Mary we believe that before and after school clubs can help to enhance children's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose them to activities that they may not otherwise encounter.

By encouraging extra-curriculum activities we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life;
- Enable children to have fun and enjoy a broad range of activities;
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity;
- Encouraging children to develop friendships between age groups and work together cooperatively.

Breakfast Club also enables working parents to drop children off at school early to assist those who work.

- Childcare services.

Clubs offered

Our extra-curriculum activities fall into the following categories:

- Learning opportunities outside the school day, eg music, languages;

- Sports clubs, eg. Multi-sports, basketball, netball, football;
- Art and crafts clubs;

Breakfast Club

Breakfast Club operates every morning during term time. Breakfast club is open to all pupils from St Giles from 7.30 am to 8.45 am. It is held in the hall. Parents may book their child into breakfast club in advance via the school office or drop them off on an ad hoc basis. There are two Breakfast Club workers on duty every day. Both staff have Paediatric First Aid and Food Hygiene Level 2 qualifications. The club offers a simple breakfast of

Games are made available and children are encouraged to socialise and work with one another in a relaxed and informal environment whilst also being prepared for the school day.

After-school clubs

All after-school activities usually run from 3.15pm to 4.20pm. Permission slips must be completed prior to any child attending the club. These should be returned to the office, where a register is kept for the club leader to collect. Payment for the clubs needs to be cleared in advance through parent pay. A list of the clubs that children can attend is sent home termly. Bulletins on the progress of clubs and remaining places are sent via letters or Parent mail. The timetables and prices are also available from the School Office.

Clubs will normally begin running the week after return from a school holiday and adjourn the week before a holiday commences. This may be reviewed where a term is particularly short.

Where there are opportunities, clubs will present part of their work during an assembly to the rest of the school. Parent/carers can be invited to this presentation.

Mr Buggy's Club

The evening after school **club** will be open until 6pm and will cost at £10 per child (to include a light snack). It will also offer a 5pm pick up option which will be charged at a slightly lower rate.

The maximum number for this **club** will be 30 children. Places will be allocated to those wishing to pay until 6pm first and will then be opened up to those wishing to pay until 5pm.

For the fee paid, children staying until 5pm or 6pm will have the option to attend either a Mr Buggy club or participate in an array of indoor adult led or independent activities until 4.15pm. It is likely that the indoor activities will be provided by other members of Cottesmore staff who Mr Buggy will employ (to ensure consistency for the children). Focus activities on offer will be activities such as art and craft, cookery, an option for homework will even be available, in addition to all the usual activities you would expect at an after school club. These indoor activities will only be available for children attending until 5pm or 6pm.

Children staying until 5pm or 6pm, will have the option to carry out further sporting activities (with Mr Buggy) from 4.30pm until 5.30pm should the indoor activities not take their fancy.

Children staying until 5pm or 6pm will also have the option to attend another club until 4.15pm eg karate. However, they will need to pay karate's fee but will only be required to pay a top up to Mr Buggy for the time in his club (full fee will not be expected).

General Procedures

- **Attendance and Registration**

It is expected that a child will commit to attending the club. Parents are requested to inform the club organiser if their child is unable to attend or wishes to leave the club before the end of the term/ half term.

A register is produced which is taken at the start of every club. The club leader takes the register and clearly records whether a child has attended, are absent but the club leader has been informed or absent but the club leader has not been informed. Club organisers should alert the office in the case of any child not attending who is not accounted for.

- **Cancellations**

If an after-school club is cancelled, office staff should be informed as soon as possible so that arrangements can be made to contact parents for children to be collected.

- **Charges**

The cost of clubs is kept to a minimum. On allowing the club to use the premises the school will consider the cost to pupils and its financial accessibility. In some cases a subsidy might be made available at the discretion of the governing body.

Where outside providers are charging parents it will be expected that the costs to be incurred will be made clear before parents agree to children attending the club. Once a child has been allocated a place in a club, fees are payable in advance and missed sessions must be paid for.

- **Health and safety**

All club leaders should ensure that every half-term there is a reminder about:

- Procedures in case of a fire;
- Rules for moving round the school building – particularly arrangements for going to the toilet;
- Exceptions of behaviour;
- Arrangements in case a club has to be cancelled;
- The expected duration of the club and any other details.

All clubs leaders should ensure that:

- They have all medical details and contact numbers available in the office for children attending the club;
- They are familiar with the School's Health and Safety Policy;
- Up-to-date permission slips from parent/carers, including agreed arrangements for travelling home have been received.

School leadership should ensure that:

- CRB checks have been completed on all club leaders;
- Club leaders are clear about expectations of the school regarding their role;
- Procedures are followed correctly;
- There is always a member of school staff on the premises whilst the club is taking place;
- An appointed first aider is on site throughout the duration of any clubs;
- They have completed the appropriate risk assessment for any club taking place.

- **Behaviour**

The school expects all pupils to behave in a polite, courteous and acceptable manner as set out in the school's behaviour policy. Children and their parents/ carers are responsible for behaviour during clubs/ extended provision. Parents must ensure their children are aware of appropriate behaviour during these sessions. In the case where a club leader from an outside agency feels the unacceptable behaviour of a child is spoiling the enjoyment of the activity for others, the club leader may inform that child's parent / carer at the end of the session. If the unacceptable behaviour persists despite appropriate warning and every

effort made to engage the child, the club leader may ask that a child no longer attend s the club. In this situation no financial refund can be made. Children are expected to have the appropriate kit for a sports activity.

- **Complaints**

Any parent/carer raising a complaint should discuss it initially with the breakfast/after school club supervisor and then the Headteacher. The schools complaints procedure applies to extended schools.