

## Extended Activities Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Curriculum and Community Committee	Governing Body	Mark Guildea

We at The Devonshire Hill Nursery and Primary School believe we are an extended school as we provide 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. These services have been put in place after lengthy consultation with pupils, parents, the local community and the local authority in order to ensure their viability.

We offer a range of services and activities such as breakfast clubs, homework clubs, sports clubs, family learning, parenting services, support services and community services 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 academically more able pupils;
- More opportunities for pupils with special needs or disabilities;
- Access to more facilities and equipment;
- More specialist support to address a range of pupil needs;
- To close the attainment gaps in learning through targeted intervention.

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

- Availability of local specialist support services;
- Levels of parental learning 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;
- Access to specialist services;
- Availability of sports, libraries and other facilities;
- Utilisation of local resources;
- Opportunities for community regeneration.

We wish to work closely with the House Captains and House Representatives 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.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010. We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

## **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 schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

The Governing Body has:

- Appointed a member of the Senior Leadership Team 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;
- Consulted with pupils, parents, the local community and the local authority in order to ensure the viability of the extended services we offer;
- Nominated the Headteacher to devise a strategic business plan for annual discussion and implementation by the Governing Body;
- 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;
- Make effective use of relevant research and information to improve this policy;
- 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

The Headteacher and the Senior Leadership Team will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Devise a strategic business plan for annual discussion and implementation by the Governing Body;
- Ensure that all activities are in keeping with the inclusive ethos of the school;
- Create a good working relationship with all providers;
- Ensure that Disclosure and Barring Service checks have been undertaken on all providers;
- Ensure that agreements are in place with each provider;
- Ensure that all health 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;
- Roles, responsibilities and procedures are clearly defined between the school and all providers;
- Annually review the effectiveness of all extended services;
- Work closely with the link governor and coordinator;
- Provide leadership and vision in respect of equality;
- Make effective use of relevant research and information to improve this policy;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy;
- Use school staff to provide some clubs without a cost to the parents/carers.

The Assistant Headteachers will:

- Lead the development of this policy throughout the school;
- Work closely with the Headteacher and the nominated governor;
- Ensure pupils, parents and the local community are aware of the full range of extended services on offer;
- Make effective use of relevant research and information to improve this policy;
- Provide guidance and support to all staff;
- Provide training for all staff on induction and when the need arises;
- Keep up to date with new developments and resources;
- Undertake risk assessments when required;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy

## **Planning**

The five points of the Every Child Matters Agenda is central to the planning of our extended school programme.

## **Programme of Extended Services**

We aim to offer many interesting and exciting activities (**Appendix A**).

Activities will run from 3:30 to 4:30 each day in most instances. Most activities have a minimum charge to help fund the cost of resources, materials, ingredients or instructors.

Activities at our school are very popular and spaces will be allocated on following the procedures outlined in **Appendix B**. Those pupils offered a place are reminded that they are expected to attend each and every week. Low attendance will result in their place being offered to another child on the waiting list.

We ask that parents/carers provide their children with a healthy snack to be enjoyed between 3:15 and 3:30 before the start of the activity.

We always work with our children in each year group to improve the quality and range of the activities on offer.

Our current list of activities and procedure to secure a space in a club for this academic year are outlined in (**Appendix A and B**).

The Link Governor will:

- Work closely with the Headteacher and the coordinator;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Attend training related to this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

School personnel will:

- Comply with all aspects of this policy;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community

Pupils will:

- Be aware of and comply with this policy;
- Listen carefully to all instructions given by the teacher;
- Ask for further help if they do not understand;
- Treat others, their work and equipment with respect;
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- Liaise with the House Captains and House Representatives;
- Take part in questionnaires and surveys

The House Captains and House Representatives will be involved in:

- Determining this policy with the Governing Body;
- Discussing improvements to this policy during the school year;
- Organising surveys to gauge the thoughts of all pupils;
- Reviewing the effectiveness of this policy with the Governing Body

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 encouraged to work in school as volunteers;
- Be encouraged to organise after school clubs or groups;
- Be asked to take part in periodic surveys conducted by the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The School Handbook;
- The school website;
- The Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Communications with home such as weekly newsletters and of end of half term newsletters;
- Reports such annual report to parents and Headteacher reports to the Governing Body;
- Information displays in the main school entrance

### **Training**

All school personnel:

- Have equal chances of training, career development and promotion;
- Receive training on induction which specifically covers:
  - All aspects of this policy
  - Equal opportunities
  - Inclusion
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy has been reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School.**

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**Headteacher**

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**Date**

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**Chair of Governors**

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**Date**