



Curwen Primary School

Together Everyone Achieves More

Extended Schools Policy

Date agreed: Autumn 2023

Next Review: Autumn 2026

1. Introduction

Extended schools encompass all activities which take place outside the normal school day. Extended schools also include the wider support that we can offer to children and parents/carers at Curwen Primary School and is part of whole-school curriculum. Children who participate in extra activities can develop positive attitudes, gain enjoyment, build confidence and self-esteem. We also aim to encourage and include as many children as possible to take part in extended school activities to develop their communication and social skills.

2. Aims and Objectives

The extended schools provision at Curwen is an integral part of the school's vision SHINE, to develop the whole child by providing high-quality opportunities outside of the normal school day.

As a school we are committed to providing Curwen's extended schools 'Core Offer' which is made up of five elements. Our aims and objectives of this are:

- To be able to offer a varied menu of high-quality activities for all pupils to be able to engage with and develop further skills.
- To provide dependable high-quality wraparound childcare for parents/carers of our school community from 7:45am to 6pm, all year around.
- To provide opportunities for children to be able to complete homework and additional reading.
- To provide additional targeted interventions for those that need it.
- To provide children with nutritious, healthy, high quality food and/or snacks whilst accessing the extended provision when appropriate.
- To provide opportunities for children to mix and socialise with others from different classes and year groups as part of the school community.
- To liaise with external providers when necessary to provide additional skilled opportunities.
- To keep costs to parents/carers for extended schools as low as possible and take advantage of free/low-cost opportunities for our children.

This document should also be read alongside the TTLT Single Equality Plan, Behaviour Policy, the 6 O'clock Club contract, TTLT Health and Safety Policy, Safeguarding Policy, Charging Policy, EYFS Transition Policy, Whole School Food Policy and Lettings Policy.

3. Curwen's Core Offer

Curwen's Extended School's offer is made up of five elements:

- a) Breakfast Club (7:45am-8:45am)
- b) Lunchtime activities (12-1pm)
- c) After school tuition classes (3:30-4:30pm)
- d) After school extracurricular activities (3:30-4:30pm)
- e) 6 O'clock club childcare provision (3:15-6pm)

a) Breakfast Club

Breakfast Club runs from 7:45am to 8:45am every day with no admittance after 8:30am. Children are welcome to attend for either the odd day or the full week with no booking required. Entrance is via the main office only and payment is added to your child's online payment account at the end of the week.

For a small daily charge, a child can have a choice of cereal, fruit, toast with jam or beans and juice (an allergy tracker is available on the school website Breakfast Club page and is regularly updated). The charge is to also cover staffing costs and so is still payable if the child has already eaten breakfast at home and chooses not to eat at Breakfast Club.

At Breakfast Club, children can access a range of activities including games, colouring, sports, art, computing, reading and is even an opportunity for children to complete their class homework if needed. Children in years 1-6 are given some supervised time outside in the KS2 playground. Breakfast Club is run by members of school staff and open to all children from Reception to Year 6. Reception children can ONLY start attending Breakfast Club once they are fully settled into the school day and upon the agreement of the EYFS AHT.

Parents/carers of children with additional needs should always have a conversation in advance with school staff before sending their child to Breakfast Club to ensure that the appropriate support can be arranged.

b) Lunchtime activities

There are a variety of activities that take place throughout lunchtimes across the week, again mostly run by school staff. Some examples of activities that take place include:

- Sports sessions run by the PE team
- 'Homework Help' in KS2
- Additional interventions for targeted pupils (academic & social skills/EBD groups)
- Gardening across the school grounds
- Access to the KS2 Art Shed / KS1 Art area
- Quiet activities on the school Bus

Many of our school leader groups also take place at lunchtimes, such as Reading Buddies, HeadStart Champions, School Council, Young Translators etc.

c) After school tuition classes

To support pupils with their learning, additional maths and literacy classes are taught throughout the year after school in years 1-6. Again these sessions are run by a school staff who are familiar with that year group curriculum and they liaise with the children's class teachers to share what the needs of the children are.

Teachers and other school staff identify which children attend and so are by invitation only. The reason for the invitation is communicated to the parents/carers either by letter or verbally. The children in these groups are fluid, and only attend for as long as is needed. Year group leaders monitor the progress of the children attending the tuition classes and advise as necessary.

d) After school extracurricular activities

Each year there is an extensive range of after school extracurricular activities on offer. These usually run from 3:30pm to 4:30pm with the majority being run by school staff. Some are run by our partner organisations.

Across the year groups we offer a range of extracurricular clubs to support whole-child development such as:

- Physical clubs: Football, Sports, Gymnastics, Table Tennis etc
- Artistic clubs: drama, DT, Art & Craft, choir*, Shakespeare*, Music Club etc.
- Skill-based clubs: Debate Mate*, Spanish Club, Cooking, Lego etc.

** indicates that these extracurricular activities are audition-based.*

Letters are sent out to families throughout the year for children to select which extracurricular clubs they would like to attend. Our aim is to ensure that every child that wishes to attend an extracurricular activity, will get the opportunity to do so at least once during the year. There is small charge for a course of 8 sessions with an appropriate discount for children who are eligible for Pupil Premium. Although we request this small payment, we never let financial factors be a barrier to a child attending an extracurricular activity and would do everything possible to ensure a child who wishes to attend, can do so.

In the Summer term, after school club taster sessions are put on for reception children to attend free of charge, to give the children some experience of an extended school day in preparation for their transition to Year 1. This is arranged jointly between the Extended Schools Lead and EYFS AHT. All reception children are given the opportunity to access these sessions providing they sign-up before the advertised deadline (see EYFS Transition Policy).

e) 6 O'clock Club

6 O'clock Club is our after school childcare provision and runs from 3:15pm to 6pm every day by school staff. 6 O'clock Club is open to all children from Reception to Year 6, however Reception children can ONLY start attending 6 O'clock Club once they are fully settled into the school day and upon the agreement of the EYFS AHT or Head of School.

At 6 O'clock Club, children can access a range of activities including games, colouring, sports, art, computing, reading and there are opportunities for children to complete their class homework or read with staff if needed. Children are given some supervised time outside in the playground to play games and use the scooters/bikes. Children are also provided with a healthy snack.

Children are welcome to attend for either the odd day or the full week, as long as this has been booked in advance. Children can only attend after the 6 O'clock Club contract has been signed by a parent or carer and must be booked in advance to ensure that we can organise adequate numbers of staffing. The deadline for booking is midday on Friday to book for the following week. Any bookings made after this time are done so at the discretion of the school, are subject to an 'emergency booking' charge and may not be possible if we have reached our maximum capacity for that day.

Collection from 6 O'clock Club is usually via the main office only and payment should be made via the child's online payment account at the time of booking.

Parents/carers of children with additional needs should always have a conversation in advance with school staff before sending their child to 6 O'clock Club to ensure that the appropriate support can be arranged.

More information about 6 O'clock Club can be found in the 6 O'clock Club contract documentation and should be read alongside this policy.

4. Behaviour

Expectations in all extended school offers are the same as during the school day. All Curwen's provisions follow the behaviour guidelines as set in the school's Behaviour Policy (see policy for details). If a child is on a behaviour report, then they are not permitted to attend extracurricular clubs (3:30-4:30pm) during this time and no refund will be issued if this means missing a chargeable club. In some cases, unacceptable behaviour during a club session can result in a child missing a session or more. This will be communicated to the child's parent/carers via a member of SMT. Behaviour is monitored by both the extended school's leader with the deliverer. Issues or incidents are fed back regularly.

Repeated incidents of unacceptable or unsafe behaviour within Curwen's extended school provision could result in the offer of any extended school offer being withdrawn. This would always be communicated to the parent/carer through the Deputy Head Teacher or Head of School.

5. Other Providers

Whilst most of Curwen's extended school provision is run and organised by school staff, some trusted providers are used. This may be to either to deliver specific skilled activities or could be volunteers from recognised institutions e.g. local colleges, secondary schools, universities or similar.

Where outside providers and volunteers are used during any of the extended school offer, they must:

- Provide a high standard of professionalism, care, support and quality for our pupils.
- Commit to providing an inclusive service to all children and their families.
- Sign contracts with the school agreeing the services being provided and their roles and responsibilities.
- Carry out their own risk assessments and supply copies of these to the school.
- Take responsibility for the appropriate maintenance and checks of any equipment/apparatus they use with the pupils.
- Arrange enhanced DBS checks and ensure that they have the appropriate professional qualifications.
- Have their own public liability insurance, a copy of which must be provided at the time of signing the contract.
- Agree to adhere to the relevant school policies, in particular Safeguarding, TTLT Single Equality Plan, TTLT Health and Safety Policy and Lettings Policy, when required.

6. Charging

To cover the cost of resources and staffing within the extended school's provision, there are charges for Breakfast Club, 6 O'clock Club and some after school clubs (see Charging Policy). Tuition classes are not charged for. There are additional 'late charges' for 6 O'clock club which parents/carers are made fully aware of when signing the 6 O'clock club contract documentation.

Charges are reviewed regularly and adjusted when absolutely necessary, but always are kept as affordable as possible. Wherever possible, the school continues to take advantage of free opportunities which are offered to us.

7. Parent / Carer Involvement

At Curwen we work in partnership with parents and carers to involve them as much as possible and this includes Extended Schools. Some examples of activities are

- Adult skills e.g. English language courses for parents/carers (and we provide childcare), Adult Taekwondo sessions.
- Family/Child Support: Parent/Carer curriculum workshops, Welcome Meetings, Family Bike Club, Art Nurture sessions, Art Therapy sessions etc.

8. Health and Safety

Extended Schools follow the health and safety procedures that work alongside the TTLT Health and Safety Policy that is in place across the school. Where necessary, any health and safety issues that may occur during or in preparation of an extended school session are reported using the school's normal recording systems and the appropriate measures are carried out.

In the event of the fire alarm sounding, the school's fire procedures should be followed taking into account the 'before/after school day' fire assembly point near the KS2 stage, which is noted on the fire maps on display across the school.

All school staff undertake the appropriate training needed to undertake their role e.g. food hygiene for cooking club, etc.

Registers of attendance are kept for each element of Curwen's extended school provision, with the necessary medical information detailed on them for quick access. Food allergy badges are provided for those that require them.

There is always a first-aid trained member of staff on duty during extended school's provision. Written permission is sought before a child is permitted to go home-alone from an after school extra-curricular activity or tuition session that finishes at 4:30pm (this either can be through the home-alone letter or via the school's parent-school messaging system). Children cannot go home alone from 6 O'clock club and must be collected by someone who is over the age of 16.

9. Equality

The staff and governors are committed to providing the full range of opportunities for all pupils regardless of race, disability, gender/sex, age, religion or belief, sexual orientation, pregnancy and maternity and gender reassignment. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.

We will work with parents/carers to do all we can to ensure that every child is able to access Curwen's extended school offer as long as it is in the best interests of the child and so the child can attend safely.

10. Policy Review

This policy will be reviewed every three years unless any significant changes occur before this time.