



# Benhurst Primary School Policy Statement

*'Only my best is good enough for me'*



<b>Policy</b>	<b>Extended Schools</b>
<b>Implementation Date</b>	<b>September 2015</b>
<b>Review Date</b>	<b>September 2018</b>

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

### **Do all schools offer access to extended services?**

Decisions about which extended services to offer are made by the schools themselves. To get information about which services are being offered by your child's school, you should contact the school directly.

### **Types of extended services on offer**

Extended services schools might offer include access to:

- learning opportunities outside of the school day, like study support or homework clubs
- parent support services or more specialist services like health, social care or special educational needs services
- sports and arts activities
- childcare services before and after school
- school facilities for members of the community such as those used for adult and family learning, sports and Information and Communications Technology (ICT)

### **Can schools charge for extended services activities?**

Schools may charge for extended services activities like breakfast clubs, out of school clubs (including homework clubs) and childcare. Charges can cover things like the cost of non-teaching or teaching staff used to lead activities or a supply teacher brought in to run a club. The total charge must not be more than the cost of providing the activity and no parent should be asked to cover the costs for others.

Even if they take place outside of school hours, schools cannot charge for activities if they form part of the:

- National Curriculum
- syllabus for a public examination the school is preparing pupils for
- school's basic curriculum for religious education

### **Financial help to pay for extended services**

If you work and pay for your child's out of school clubs, you may be able to get tax credits to help with the costs. The amount of tax credit received depends on parental income. However, to qualify, the club or clubs must be registered with Ofsted on either:

- the compulsory register for children aged five to seven
- the voluntary register for children aged eight and over

Clubs run directly by the school are not required to register. You can get help with the costs of childcare provided through extended services.

### **Our Rationale**

At Benhurst, we believe that After School Clubs can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.

### **Clubs Offered**

A list of clubs offered is available on the school website. It also indicates if there is a cost and the day, time and age range for each club.

### **Joining Arrangements**

Children who are interested in joining any of the clubs will take a permission slip home and return it, completed and signed, to the office. The permission outlines for parents the following information: name /type of club, day and time and venue

### **Registration**

Club Leaders must take a register before each session and have access to key information (medical, contact numbers etc); this may be via SIMs, the school office or paper copies.

### **Attendance**

It is expected that a child will commit to membership of the chosen clubs. Parents are requested to inform the club organiser if their child wishes to leave the club before the end of term. Poor attendance by a child may result in them losing their place at the club. This decision is made by the Club Leader.

### **Absences**

Parents are requested to inform the club organiser in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the school office or by phoning the staff in the school office who will pass on the message.

### **Cancellation**

If a session needs to be cancelled on the day itself (e.g. due to the unexpected illness of the club leader), the school will notify parents as soon as possible, either by phone or ParentMail. Parents may then be required to make arrangements to collect their child from school at 3-30 rather than the later time. Should a session be cancelled at the last-minute e.g. due to adverse weather conditions, the club leader/school will supervise the children until all children have followed the arrangements agreed with parents.

### **Supervision and Safety**

The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents. Parents are to pick up children at the school main entrance at the time of the club finishing. Siblings of children attending clubs are to be collected as usual at the end of the normal school day and are not permitted to stay unless supervised by the parent/carer.

A 'first-aid' will be on school premises for the duration of the club session.

In case of fire, the children will be led on to the field where the club organiser will check the club register. This is our standards evacuation point and the children and staff are familiar with this procedure.

### **Behaviour**

Before and after school clubs for children are run and or facilitated by Benhurst Primary School. In the case that the club leader is from an outside agency they will have the right to ask children to be removed from the club if they feel that behaviour is unacceptable or inappropriate. Parents/carers will be informed of the decision at the end of the session. Although a member of Benhurst staff will be on the premises for clubs run midweek during term time, the club leader has overall responsibility for the club and will therefore make the decision on behaviour and attendance. Children are expected to behave in an appropriate and acceptable manner in relation to the school behaviour policy. Children and parents/carers are responsible for behaviour during clubs/extended provision. Parents must ensure their children are aware of appropriate behaviour during these sessions.

All leaders are DBS checked.