



Moat Farm Junior School

Extended School Policy

Statement of Intent:

Moat Farm Junior School runs a Breakfast Club offering quality wraparound care for working families and those more vulnerable members of our school community.

Purpose

This policy identifies all aspects of the extended school provision. It lays out a core set of principles and procedures that underpin all the school offers in terms of home based and commercially sourced provision so as to protect children and families from exploitation and practices that disadvantage individuals and groups, thus ensuring educational standards are maintained, good practice is applied, procedures and protocols identified.

Scope

This policy applies to all clubs and activities that come under the responsibility of the school before and after the school day. It applies to any activity which comes under the jurisdiction of the Head teacher and the Senior Management such as all extended school provision. It also covers out of school clubs and activities held on the school premises run by school and non school staff and other volunteers. Providers are the leaders of any club or activity. Club refers to organised group which takes part in any activity on the school premises outside of the normal curriculum.

Quality Criteria

The policy supports the aims and objectives of the school and is not in conflict with any other school or Local Authority policy. It supports best practice in being clear and understood by users and managers. It is practical in terms of decision making and operational management of the extended school agenda at Moat Farm Junior School.

Aims:

- To offer a high quality before school service
- To offer a range of extra curricular after school clubs that include a range of activities giving pupils the opportunity to develop and further their potential
- To offer a secure and safe environment in which pupils can take part in extended school activities
- To offer a balance of arts, sports, social and educational activities.
- To ensure that the activities are regularly monitored and that the provider carries out appropriate risk assessments and is aware of the safety procedures in the school.
- To offer an appropriately charged service that covers costs but is not profit making. To offer free places to those most in need.
- To grow in a controlled manner.

The school will ensure that:

- A safe, clean, and secure environment is provided.
- The activities are in keeping within the inclusive ethos of the school
- All safety checks have been carried out on staff with regard to DBS, references and public liability.
- There is space and time for the activity to take place.
- There is a need and demand for the activity.
- The number of number of pupils in the club is reasonable in terms of ratio, adult to pupil, taking into account the amount of space and the type of activity
- The staff are aware of procedures at times when a pupil is not collected, what to do with lost property, other operational details and knows who to contact in the office or the head teacher if they are unsure
- The club is not interrupted unless there is an emergency and sufficient notice is given to parents / carers.
- The caretaker will usually be on site, unless agreed with the provider
- The school will market the club through the school website/newsletter.
- keeping an up to date register of attendees and contact numbers.

Be Healthy

The importance of a healthy diet and exercise is a common theme throughout all extended school activities. The staff will be informed of religious festivals during which pupils may be fasting.

Stay Safe

The school community is encouraged to welcome diversity and through improved understanding and an open approach learn to develop mutually beneficial and positive attitudes. Social/pastoral/medical records are shared with providers when necessary.

Enjoy and Achieve

The Extended Schools Agenda is designed so as to promote individual self esteem, confidence, an awareness of differing relationships with adults, through a

sense of enjoying and achieving. Our aim is build an inclusive environment where all can fulfil their potential and all can share in the success of others.

Make a Positive Contribution

The collective atmosphere engendered through the Extended School agenda encourages all individuals to feel part of a collective whole which is bigger than themselves. They in turn contribute towards the success of others and the school as a whole.

Achieve Economic Well-Being

The development of confidence and the sense of self worth is the consequence of being part of a flourishing and successful community. These attributes form attitudes which will stand any individual in good stead for their future both in their secondary school and beyond. They assist in ensuring that the individual has social skills necessary for their adult life.

Reviewed: Nov 2022

Next Review : Nov 2023

Chair of Governors

Date

This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website