

# **Manor Park**

# **Primary School**



## **Extended Provision Policy**

<b>DATE OF LAST REVIEW:</b>	<b>MARCH 2022</b>
<b>SHARED WITH STAFF:</b>	<b>MARCH 2022</b>
<b>SHARED WITH GOVERNORS:</b>	<b>MARCH 2022</b>
<b>FREQUENCY OF REVIEW:</b>	<b>ANNUALLY</b>
<b>DATE OF NEXT REVIEW:</b>	<b>MARCH 2023</b>



## **Statement of Intent:**

Manor Park Primary School runs a variety of after school clubs and offer high quality wraparound childcare and extended nursery provision. We also offer signposting to a range of clubs and a range of activities for members of the local community. We expect such activities will develop self- esteem, enjoyment, and a sense of achievement in our pupils. We believe such activities will endorse Every Child Matters agenda and will support families by offering high quality childcare, which is non-profit making.

## **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 school based and commercially sourced provision. Our aim is to protect children and families from exploitation and practices that disadvantage individuals and groups, thus ensuring educational standards are maintained and good practice is applied.

## **Scope**

This policy applies to all those providing clubs and activities who come under the responsibility of the school during, before and after the school day. It applies to any activity which comes under the jurisdiction of the Headteacher and the Senior Leadership Team, 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.

## **The Core Offer:**

### **Aims:**

- To provide the core offer of extended services.
- To offer a range of activities before and after school 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 the provider carries out appropriate risk assessments and is aware of the safety procedures in the school. This includes all safeguarding procedures and policies.

### **1. High quality wraparound care**

#### ***CHAMPS (Children Happy At Manor Park School)***

Provided by the school on the school site by our own school staff, CHAMPS is our before and after school care running from 7.30– 8.45 am and 3.30 – 6.00 pm daily (charges apply).

**2. Varied menu of activities** on offer, including a range of sports, choir, Change for Life, dance and drama, Mad Science club, arts and crafts and special interest clubs. All clubs are available to view on our school website. Some are chargeable when provided by an external agency. All parents are required to register their child onto our online Pay360 system which generates reliable and current weekly registers which support safeguarding. Children who attend CHAMPS also have the opportunity to attend clubs but will only be charged half price for the activity if it is running on an evening when they are booked into CHAMPS (Discount applies to pre-booked, weekly CHAMPS sessions. CHAMPS fees will be invoiced in full).

**3. Parenting support** including information sessions for parents at key transition points, parenting programmes run with the support of other children's services and family learning sessions to allow children to learn with their parents.

**4. Swift and easy access** to a wide range of specialist support services such as speech therapy, child and adolescent mental health services, family support services, intensive behaviour support. Some may be delivered on the school site.

**5. Community use** means providing the wider community access to ICT, sports and arts facilities and adult learning and pre sign-posting to existing community facilities.

### **Nursery Provision**

We offer 78 morning and 78 afternoon extended provision nursery places. Children can extend their day further by attending CHAMPS from 7.30 to 6pm to meet parental needs. Single day bookings can be made in addition to whole week bookings with all meals provided during the day (charges apply). Children are eligible to start in the next intake after their third birthday. Place can be booked through the admin office.

### **Holiday Club Provision**

A private holiday club provided by SDH Academy is planned for some holidays across the year (charges apply and should be paid directly to SDH Academy). Although school supports this club, all responsibilities lie with the club and bookings can be made directly on their website. [www.sdh-academy.co.uk](http://www.sdh-academy.co.uk)

## **Extended Schools Objectives – The Delivery**

As a school we do not expect to provide these services alone, or necessarily to deliver them on site. Instead we are committed to:

- Developing partnerships with other schools, agencies and community organisations to create appropriate sustainable services which integrate with the schools and the communities they serve.
- Engaging in consultation which is meaningful and effective; identifies local priorities or needs and gives pupils, families and the local community a voice.
- Providing easy access to information for parents regarding local extended services by signposting existing services where appropriate, fulfilling statutory duties to promote pupil wellbeing and community cohesion in the community.
- Offering extended services at school where appropriate in order to ensure the core offer is available to all families and the services we provide are integral to school improvement whereby school attainment levels rise as does the aspirations of pupils.
- Auditing provision of the core offer to school families in order to identify gaps in provision, respond to emerging needs and maximise use of school resources and premises to greater effect.

### **The school will ensure that:**

- A safe, clean and secure environment is provided
- Roles and responsibilities are clearly demarcated between the school and the providers and all health and safety checks are in place
- Providers are supported and encouraged in order to build a relationship based on trust
- The activities are in keeping within the inclusive ethos of the school
- All safety checks have been carried out on the provider with regard to DBS and references
- The activities will be marketed to the wider school community
- There is space and time for the activity to take place
- There is a need and demand for the activity
- The 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 provider is 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 the office or Headteacher if they are unsure
- The club is not interrupted unless there is an emergency and sufficient notice is given if there is any clash between the school and the provider
- The caretaker will usually be on site, unless agreed with the provider
- The work of the club will be displayed either through opportunities to perform or space provided on display boards and will market the club through the school website/newsletter.

## **The provider will ensure that:**

It meets with all current legislations held by both the school and the LA

- Keeping an up to date register of attendees and contact numbers
- Ensuring that every child is collected by a known adult at the end of the Club, unless alternative arrangements are made
- Ensuring that the standard of behaviour of participants is appropriate
- That it does not affect the smooth running of the school day

## **Every Child Counts**

The five points of Every Child Counts agenda are central to the Extended Provision programme in the following ways:

### Be Healthy

The importance of a healthy diet and exercise is a common theme throughout all extended school activities. Providers are informed of religious festivals during which pupils and staff 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 to 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.

### Achieving Economic Well-Being

The development of confidence and the sense of self-worth is the consequence of being a 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.

### **Extended Provision Outcomes**

As a school we are committed to offering extended services in order to positively impact the pupils in our care. Monitoring and evaluation conducted by the Senior Leadership Team and Governors is carried out annually to ensure our pupils are experiencing a range of benefits, including:

- High levels of positive parental feedback
- Increased motivation
- Higher attainment levels
- Improved attendance and behaviour
- Greater aspirations and achievement of success
- Meaningful engagement with the community
- Sustained relationships with local churches
- Healthier and more active lifestyles
- Better community access and use of local services
- Positive peer group friendships from community involvement
- Influence of positive, ongoing and lasting community role models
- Increased inclusion of vulnerable groups of pupils
- More effective transition

Extended Schools – Web links:

<http://www.teachernet.gov.uk/wholeschool/extendedschools/teachernetgovukcoreoffer>

<http://tda.gov.uk/remodelling/extendedschools.aspx>

## **Manor Park Extended Provision**

### **Admissions Policy**

Children who attend a funded nursery place, can extend their day by booking an additional place in our Early Years Extended Provision. Children who attend morning or afternoon only sessions in Nursery can extend their hours by booking a lunch session. Depending on booked extended sessions, children can book a breakfast or tea session.

#### **1. Admissions Limit**

##### **Extended School Provision**

In addition to the 78 morning and 78 afternoon extended care places in Early Years Extended Provision and nursery lunch places, extended provision is available for all children within the school.

Breakfast sessions 7.30-8.55am

Early Years Extended Provision lunch is available from 11.15am until 1.15pm

Teatime Session 3.30-6pm

Breakfast and after school provision currently takes place within the extended school accommodation in school.

#### **2. Admission Criteria**

##### **Extended School Provision**

##### **Admission Criteria (in order of priority)**

- a) Children who are considered 'in need' according to the LA's definition in accord with the Children Act; including Looked After Children.
- b) Age of child with oldest admitted first.
- c) Number of sessions required with priority given to children requiring 30 hours or 5 days extended provision.
- d) All other children allocated on number of sessions required.
- e) Parents will be asked to complete a booking form each year.
- f) All fees are payable in advance. Places will be withdrawn if fees are not received on time. (see Debtors Policy)

Policy Review Date March 2023