



## Thameside Primary School: Extended Schools Guidance

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<b>Policy reviewed by:</b>	S Roseaman & V Lucas (June 2025)
<b>Key Changes:</b>	<p>The policy remains fit for purpose.</p> <p>Added under charging section: The school offer termly 'free' clubs in the mornings between 08:10 to 08:45am. The Headteacher offers free clubs to children who are eligible for pupil premium.</p>



**Extended schools** encompass all activities that take place outside the normal school day. Extended schools also include the wider support that we can offer to children and parents at Thameside Primary.

Children who participate in extra activities can develop positive attitudes, gain enjoyment, and build confidence and self-esteem.

As a fully inclusive school we aim to encourage and include as many children as possible to take part in extended school activities. We want all children to be given the opportunity to be part of a team, group or club where they can develop personally, socially and learn new skills.

Pupils have plentiful opportunities to attend clubs and activities after school such as Dance, Multi sports and Art club. These activities contribute successfully to pupils' learning, provide opportunities for personal development and help ensure readiness for next steps at school and beyond.

### 1. Aims and Objectives

- To provide activities that enhance, extend, and compliment the curriculum
- Children to participate and enjoy being part of a club of their choice.
- All children to be included and have access to clubs.
- Children with SEND are supported
- To co-ordinate and provide 'free' clubs where possible.
- To build relationships with other children and adults.
- Use a variety of club deliverers from within school and externally.
- Monitor how effective clubs are working.
- Seek funding where possible to help children who are disadvantaged.
- Seek alternative funding streams
- Use of pupil premium money to help finance families where this is essential for a child social and emotional wellbeing.

### 2. Provision and Providers

The Extended schools programme aims to deliver a varied choice of clubs and activities providing stimulating learning and enjoyment for all children.

We aim to provide clubs that support pupil premium children. Children can take part in clubs that matches a need for example to develop life skills, social skills or healthy lifestyle, (team games) or a club that will develop confidence and social skills.

Providers are selected carefully, and a wide variety of clubs are offered. Often, providers work in school for more than one term. This is mainly due to demand or popularity of a particular club. It also builds up good links and relationships with club providers. Clubs are reviewed each term to determine whether they are popular.

### 3. Role of the Extended school's co-ordinator



- To facilitate the extended school and club provision.
- Research available provision for Thameside.
- Select appropriate provision.
- Manage providers, both internal and external.
- Complete DBS and safeguarding compliance checks.
- Check liability insurance for providers
- Review the provider's Safeguarding and Behaviour Policy
- Timetable activities termly.
- Collate risk assessment from club providers.
- Monitor clubs overall, looking at children with SEND, in receipt of the pupil premium grant, attendance, boy/girl ratios.
- Update and add to any data recorded.
- Actively promote clubs in the school environment through displays, newsletters and other means.
- Contribute any information or data to the SEF or any other school documents.
- Address and respond to any parent concerns or feedback in relation to the provider.

#### 4. Extra-Curricular Activities

Part of the extended schools programme also works with local organisations. This is to develop good links and relationships within the community.

- Sports and Inter Schools Tournaments
- Possibilities of lunchtime clubs
- Individual music lessons
- Visits to watch live sport through clubs when possible.

#### 5. Charging

Clubs are charged based on the provider's charging policy. The school will do its best to negotiate the best rate for each club. Clubs are run by external club organisers (external providers) and must be qualified to deliver clubs. They must be self-sufficient and comply fully with staffing requirements.

The school offer termly 'free' clubs in the mornings between 08:10 to 08:45am. The Headteacher offers free clubs to children who are eligible for pupil premium.

#### 6. Monitoring and Evaluation of Provision

To ensure good quality of the extended schools programme, regular feedback and monitoring is carried out.

- Questionnaires with parent and pupils. Data from these questionnaires provide us with information to continue to improve our service.
- Review bookings and attendance to ensure the extended schools programme offers both popular and a range of activities.



- Termly feedback from internal and external deliverers on club sessions, learning, attendance, and future programmes.
- Co-ordinator to monitor the quality of club sessions, give feedback where necessary.
- Monitoring of data collected from surveys, feedback and numbers of children attending and across the school.

## 7. Safeguarding

Extended Schools safeguards and promotes the welfare of the children who participate in clubs. It is recognised that there is a legal and ethical duty to promote the well-being of children involved in clubs and take appropriate action where we have concerns. Extended Schools follows the procedure and policy of Safeguarding at Thameside.

Both internal and external deliverers are made aware of who the designated officer for safeguarding is at Thameside. If the DSL is not available, then Miss S Roseaman the Extended School's Coordinator is a point of contact.

The Extended Schools Coordinator is a Designated Safeguarding Lead (DSL) therefore should be the first initial point of call between the school and the provider relating to any concerns.

## 8. DBS Checks

Every deliverer has an up-to-date DBS check. Where there are external deliverers that may already have a previous CRB check it is essential that they have a Reading Authority CRB check to deliver clubs at Thameside. A copy of all DBS checks is kept in school.

## 9. Health and Safety

Extended Schools follow the Health and Safety procedures and work alongside the health and safety policy that is in place. Where necessary, any health and safety issues that may occur during or in preparation of clubs are recorded and the appropriate measures are carried out.

## 10. Risk Assessments

External deliverers present their own risk assessments which are collated by the Extended School's co-ordinator. All risk assessments are kept electronically on file. They are regularly reviewed and updated.

Any concerns or incidents are reported back to the extended school's co-ordinator. These are then recorded and monitored closely.

## 11. Behaviour

Expectations are the same as during the school day. Clubs follow the behaviour guidelines as set in the school's Therapeutic Behaviour Policy (see policy for details).



In some cases, unacceptable behaviour during a club session can result in a child missing a session. In extreme circumstances, a child may be asked to leave the club. Behaviour is monitored by both the co-ordinator and deliverer. Issues or incidents are fed back regularly. Parents will be informed of any behavioural incidents, as necessary. In some individual cases, such incidents may be recorded. Refunds for missed sessions due to behaviour is at the discretion of the club provider. Club providers can revert to this school's policy on behaviour.

Positive behaviour is promoted, role modelled and fed back to parents, governors, and the school.

## 12. Future

Thameside is committed to continuing an exciting programme of extended school activities. The extended schools team continue to promote new initiatives, projects and look for ways of developing extended school provision.

Links with outside agencies, local schools and contacts help provide and enrich the programme Thameside offers. Clubs and activities will be evaluated before re booking. It is essential that this a fluid arrangement so that new clubs can be introduced to give children as wide a range of opportunities as possible. Children are also given chance to mix with other year groups as well as their own.

Through monitoring and data analysis of the provision it is our aim that all children at Thameside take part in the extended schools programme some stage during their school career.

***S Roseaman & V Lucas June 25***