

Leyland St. James' Extended services and Wrap around Clubs Policy

Introduction

Leyland St. James' CE (Aided) Primary School aims to increase the opportunities and support available to its pupils and parents in a variety of ways, helping to enrich the learning experiences and lives of young people and their families. In order to do this, we work in partnership with other agencies and our local community.

The extended schools agenda provides a framework which supports our delivery of The Every Child Matter Outcomes and provides key priorities within our improvement plan to raise standards and improve outcomes for young people.

Our aims

- To raise achievement and improve outcomes for all pupils by providing access to a range of extended services to suit their needs.
- To provide full access to the core offer either from the school site or signposting within the local community
- To target vulnerable children to enable them and their families to access the support they require.
- To promote community links and pupil well-being.

High Quality Wraparound Childcare

As a company limited by charitable guarantee, the directors ensure that the children of Leyland St. James' CE (Aided) Primary are offered breakfast club from 7.50 am and afterschool care from 3.15 – 5:45 pm. The directors also offer sessional pre-school care and, from September 2014, this will be available from two years of age and upwards. From September 2014, the pre-school will also offer extended hours.

Varied Menu of Activities

A programme of lunch time and after school learning activities is developed and delivered on a termly basis. These include:

- Enrichment activities (e.g. art club, dance, textiles)
- Sports/Physical Activity (e.g. football, sports multi-skills)

The programme of activities will be made available each term to parents/carers and children via the newsletter and the school website.

Swift and Easy Access

Leyland St. James' CE (Aided) Primary School has effective arrangements in place for the early identification and support for children with additional needs.

The SENCO is responsible for liaison with the service that provides any intervention. Through a referrals process we have access to the following specialist services:

- Speech and Language Therapy (SALT)
- Educational Psychologist
- Child and Adolescent Mental Health Service (CAMHS)
- Behaviour, emotional and social skills support
- Counselling

The Common Assessment Framework is completed by trained members of staff to identify needs and ensure that any interventions and referrals are appropriate. The school will work with other services to identify a lead professional where needed.

Parental Support

We aim to work in partnership with parents and carers to achieve the best possible outcomes for children in school and offer a range of services and support for parents, which include:

- Transition information sessions for all parents and carers when their child starts reception class and in year 6 in readiness for moving to secondary school
- Provide information, advice and assistance to parents and carers to support their child's learning and well-being.

Community Use

The school site is used for church based activities, summer clubs and sports clubs.

ROLES AND RESPONSIBILITIES

Headteacher

- Know their duties and that a clear line of responsibility is established.
- Is consulted on all Extended Schools provision within the school.
- Maintains an overview of Extended School developments and a vision for its progress.
- Ensures that all the procedures outlined in the policy are followed.
- Works closely with extended club staff.
- Maintains close links with outside agencies including other schools.
- Takes a lead in core offer development and monitoring
- Works closely with agencies supporting children and parents under swift and easy access.
- Identifies needs of children and families.
- Presents CAF's to locality meetings on behalf of the school
- Acts as lead professional on behalf of the school as required

Directors

- Liaises with Extended Schools Coordinator
- Reports to governing body on progress of Extended Schools development

After School Activities Leaders

- Coordinates with subject leaders in developing and extending varied menu of activities
- Ensures that appropriate risk assessments are completed and appropriate measures are in place.
- Ensures all checks have been carried out and that enhanced CRB clearances have been seen for all persons/organizations on and off site who are delivering services to children.

Staff

Where appropriate some services will be delivered directly by school staff although there is no expectation of staff being involved. All staff:

- Are aware of the Extended Schools Core Offer.
- Identify children who would benefit from particular Core Offer provision.
- Take an active involvement in evaluation of activities and outcomes for children where appropriate.

Outside Agencies

- Have signed contracts with the school agreeing the services being provided and their roles and responsibilities.
- Provide high standard of care, support, skills.
- Carry out their own risk assessments and supply copies of these to the school.

- Arrange enhanced CRB checks and appropriate professional qualifications.
- Commit to providing an inclusive service to all children and their families.
- Agree to adhere to the relevant school policies, in particular safeguarding, equalities and health and safety.

Premises

Areas of the school suitable for delivery of Extended Services and equipment will have updated Risk assessments and Health and Safety checks. Where appropriate a rental/lettings agreement will be agreed upon between outside agencies and the school.

Monitoring

Governors, extended schools leaders and key staff to monitor the progress of extended schools activities identified in relevant school action plans. Impact of this policy is evaluated through outcomes on relevant action plans and school improvement plan.

Other relevant Policies

There are strong links to other school policies which will have an impact on the delivery of and access to Extended Services. These include policies on Health & Safety, PE, Charging, Safeguarding, Behavior and Discipline.