

## Extended Schools

### Mission Statement

Jesus light our way on our faith journey. Be our guide, our joy and our hope, as we learn, live, love and pray together.

The family of St. Joseph's Catholic Primary School believes that each person is unique and made in the image and likeness of God as expressed through Jesus Christ in the Gospels. We believe that our mission is to recognise, nurture and develop the God given gifts, talents and spirituality of each individual.

### Aims

- .. To inspire children to appreciate, develop and practice spiritual, moral, cultural and aesthetic values.
- .. To foster in children a sense of awe and wonder for God's created world and to have an awareness of their unique place in it
- .. To appreciate childhood as valued and right for all pupils
- .. To provide an environment which creates and fosters loving, responsible and creative human beings.
- .. To enable each individual child to achieve their full potential
- .. To base our school's curriculum on direct and practical experiences which harness children's natural curiosity.
- .. To provide a curriculum which fosters active learning, autonomy and choice.
- .. To encourage and nurture independence in children which enables them to become life long learners.
- .. To value and promote thinking and communication skills as a foundation for all learning.
- .. To provide a safe, secure, structured learning environment.
- .. To expect and develop the highest standards of self-discipline and positive behaviour from all members of the school community.
- .. To provide children with a positive self-image which develops respect and co-operation with others.
- .. To promote challenging and equal opportunities for all children within a positive and ordered environment.
- .. To encourage parents and members of the wider community to enhance our children's education.

## 1. POLICY STATEMENT

1.1 St Joseph's Catholic Primary School acknowledges the enormous benefits that provision of extended school activities can bring to pupils, parents and the wider community.

1.2 The government encourages and supports the development of extended schools in order to 'maximise the curricular learning of pupils by promoting their overall development and by ensuring that the family and community contexts within which they live are as supportive of learning as possible'.

This is especially important in addressing the barriers to learning and achievement which extend beyond the school gates.

## 2. PROVISION OF EXTENDED SERVICES

We strongly believe that extended services must be provided on the basis of excellence and high quality and be enjoyed by those participating in and having access to activities.

## 3. EXTERNAL AGENCIES

3.1 We will support the development of multi agency teams delivering a range of support services in the school and work to support the roles of parents/carers in their children's learning recognising that parents are one of the most influential factors in attainment and achievement.

3.2 We will work in partnership with agencies to endeavour to provide access to:

A varied menu of study support activities such as a breakfast club and after school clubs which will run for 1 hour from 3.15pm to 4.15pm.

## 4. CRIMINAL RECORDS BUREAU (CRB) CHECKS

4.1 All school staff are CRB checked.

4.2 Where outside agencies are used, e.g. Sama Karate, the CRB status of their personnel is confirmed.

## EXTENDED SCHOOLS – PROCEDURES

These Procedures are to be followed by whoever organises an extended school activity, e.g. after-school club, breakfast club, etc.

1. Activity, day, time and place to be agreed with Headteacher/Senior Leadership Team prior to notification to pupils/parents.
2. Risk Assessment to be prepared, and approved by Headteacher/Senior Leadership Team prior to notification to pupils/parents. Once approved, the Risk Assessments are to be held centrally.
3. Letter to parents to include:
  - To whom the club is open (e.g. Year 1/2 pupils)
  - Day, time and place of club (e.g. Monday, 3:15 – 4:15 p.m.)
  - Time at which pupil/s to be promptly collected
  - reply/permission slip, which must include:
    - name and registration group of pupil
    - cost of activity
4. Copy of letter to parents to be given to office staff for Master file.
5. Office staff to be advised of club/activity day and time, and name of activity organiser.
6. Register, recording pupils who attend and contact details for emergencies/ non-collection to be held in the general office.
7. Persistent late collection to be drawn to the attention of the Headteacher/ Senior Leadership Team. In the event of persistent late collections, the school reserves the right to withdraw access to the afterschool activity. Hopefully, this will not occur often and parents will be informed by the extended schools co-ordinator / Head Teacher / Senior Leadership Team if this has to happen.
8. Any dates on which the activity will not be taking place to be provided to parents/carers in writing and copied to the office.
9. School policies regarding Safeguarding, Behaviour, etc., will apply during the time of the activity.

Date: September 2017

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