

Orchard Community Primary School



Extended Services Policy

This policy was approved by the Governing Body of Orchard Primary School at their meeting on.....

Signed..... Chair of Governors

Version	Date	Author	Reason for Change
0.1	9/2018	FS	New Policy
0.2	5/2021	FS	Reviewed and updated

Review Frequency	Next Review Date
Every 3 years	5/2024

Rationale

An Extended School is one which provides access to a range of services and activities, often beyond the school day, to help meet the needs of children, parents and the wider community.

At Orchard Primary School we believe in, and recognise the immense value of, working with all partner organisations to improve the life chances of all children and young people so that every member of the school community achieves success and self-fulfilment.

Through the extended schools programme, we deliver a consistent expectation-irrespective of gender, race and culture - that children are safe and healthy, enjoy their school life and achieve potential; and make positive contributions within the whole school community.

The Extended Schools Programme has a key role to play in children's spiritual, moral, social and cultural (SMSC) development and endeavours to make life changing differences to pupils in all aspects of their school and community life.

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.

The Core Offer

As a school we are committed to providing of 'The Core Offer' of extended services, which is made up of five elements:

- **High quality wraparound childcare** – To be provided on the school site or through other local providers, available 8am - 6pm all year round or to reflect community demand.
- **Varied menu of activities** - To be on offer to all pupils irrespective of gender, race or culture. These activities will include homework and study support, sporting activities, music tuition, dance and drama, special interest clubs and arts and crafts. The provision will run both in school and in the local community.
- **Parenting support** - To include information sessions for parents at key transition points; parent workshops for curriculum; family learning sessions to allow children to learn with their parents and where required, parenting programmes, using the support of other children's services, as well as our own human resources within the school community. Our "open door policy" allows for a fully inclusive parent support system that will address any parental need.
- **Swift and easy access** - To offer a wide range of specialist support services such as speech therapy, child and adolescent mental health services, family support services and intensive behaviour support. These services will be delivered both on site and in the local community.
- **Community Access to facilities** - To provide wider community access to school facilities. Sign posting to highlight existing community facilities and support as they become available is also accessible.

Orchard is currently fulfilling this core offer in many ways:

Wrap around care – Based on the school site, Breakfast Club (with breakfast and varied activities provided) from 7.30am until 8.45am when children are escorted to class. After school provision from 3.15pm -5.45pm is also available to parents/families of Orchard pupils.

Both provisions run during term time on all days that the school is open to pupils.

Varied Menu of activities – An extensive programme of lunch time and after school learning activities is developed and delivered on a half-termly basis. These include:

- Enrichment activities (e.g. art club, dance, drama, lego)
- Sports/Physical Activity (e.g. football, tennis, multi-skills)

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

We also run phase home-work clubs at lunchtimes where pupils have an opportunity to access online resources.

Educational visits run during school time.

Creative Curriculum topics have an Inspiration Day and a 'Wow' Outcome event.

All these activities enrich the time pupils spend at Orchard Primary School.

Parenting 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, as well as a 'Welcome' coffee morning.
- Teaching staff visit local nurseries to meet 'new starters' and host consultation meetings in July for parents whose children are joining the school in the Autumn Term
- Providing information, advice and assistance to parents and carers to support their child's learning and well-being through a variety of meetings or workshops E.g. SATS information evening; SRE Information evening; practical in-class Curriculum sessions
- Website publications E.g. How you can help ...booklets

Swift and Easy Referral – Orchard Primary School has effective arrangements in place for the early identification and support for children with additional needs.

The Inclusion Leader 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

A SEN Support Plan or EHCP 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. Staff are fully conversant with procedures relating to SEN and Safeguarding which ensures that we can refer pupils to the required agencies for support as quickly as possible.

Community Access – The school provides wider community access to school facilities, through our Lettings Policy, including use of the building and outside learning areas to support both child and adult learning/extra-curricular opportunities. We signpost community events on our school website.

Objectives

As a school we do not expect or aim to deliver these services alone or solely on site. Successful delivery to all children and parents relies on community cohesion and we are committed to:

Developing Partnerships - To develop partnerships with other schools, agencies and community organisations so that appropriate sustainable services are available. These partnerships will integrate within our school and the communities they serve.

Engaging in consultation - To develop and use a meaningful and effective consultation process that will allow specific priorities and individual pupil needs to be addressed. This will encourage families within the local community a voice in the development of each child's needs.

Providing easy access to information for parents - To provide easily accessible information by signposting existing services where appropriate, by fulfilling statutory duties to promote pupil wellbeing and to develop community cohesion within the community.

Offering extended services at school - To ensure that the core offer of the given five elements is available to all families so that school attainment levels and the aspirations of our pupils rise as a result of extended schools provision.

Auditing provision of the core offer to school families - Annual auditing of the extended schools provision will identify gaps in provision so that we can respond to emerging needs and maximise the use of school resources and premises to the greatest effect.

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.
- Acts as lead professional on behalf of the school as required

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

Monitoring and evaluation conducted by the Headteacher and the Governing Body is carried out annually to ensure that all our pupils are experiencing a range of benefits, including:

- Increased motivation
- Higher attainment levels
- Improved attendance and behaviour
- Greater aspirations and higher levels of achievement and success
- Meaningful engagement with the community
- Sustained relationships with local churches
- Healthier, happier and more active lifestyles
- Improved community access and developed use of local services
- Positive peer group friendships resulting from community involvement
- Influence of positive, ongoing and lasting community role models
- Increased inclusion of vulnerable groups of children
- More effective transition both within school and to on-going feeder schools

This monitoring and evaluation process becomes effective through pupil and parent feedback, staff review, reporting to Governors and monitoring of the five core elements. 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, Lettings, Behaviour and Discipline.

Policy Review

The policy will be reviewed annually. Consultation will take place with the head teacher, all relevant staff members, parents, governors and pupils.