



***Executive Principal: Mrs M. Thompson***

***Head Teacher: Mrs M. Lochhead***

# School Policy

## Extended Schools

**Co-ordinator: Debbie Fitton**

This policy adopted by Governors in January 2018

Signed by the Chair \_\_\_\_\_

A handwritten signature in black ink, appearing to read 'Debbie', is written over a horizontal line.

To be reviewed in January 2020

## **Hawthorns School Extended Schools' Policy**

### **What is an Extended school?**

An Extended school is one that provides a range of services and activities, often beyond the school day, to help meet the needs of pupils, their families and the wider community. 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. The government have set out a core offer of extended services that they would like all schools to offer access to, in partnership with the local authority and other providers. These services will not necessarily be on the school site or provided by school staff.

The core offer includes:

- High quality childcare,
- Varied menu of activities
- Swift and easy access to a range of specialised services
- Parent support
- Community use

The Government's vision, set out in the Children's Plan, is that every child and young person should have the opportunity to fulfil their potential. Extended Schools are a key mechanism for this and help deliver the Every Child Matters (ECM) outcomes for children and young people; namely being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well being.

### **Aims**

- Working in partnership with other services, we will provide access to extended services for children and young people, their parents and carers and the wider community. This will be either on the school site or signposted to other extended services offered locally by other schools and providers.
- To raise achievement and improve outcomes
- To promote community links and pupil well being

### **Consultation**

The delivery of the core offer will be determined by the demand and need for it after consultation has taken place.

Consultation with children and their parents and carers on what extended services should be delivered at or through school will be carried out regularly. This will be achieved through the following mechanisms:

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- School Council/pupil discussion
- Parents meetings/Friends of Hawthorns
- School Staff
- Governors
- Use of Questionnaires

Key priorities will be identified through analysis of consultation data.

### **Provision of Extended Services**

The following core offer of extended services will be provided:

#### **High quality childcare**

We currently offer two after-school clubs to provide childcare from 3.00pm until 4.15pm.

- Our younger children in Ash/Oak/Beech/Rowan classes can attend a Fun and Games club every Monday run by school staff. Children must be collected by parents.
- Children in Blossom/Elm/Willow/Chestnut/Sycamore classes can attend a Multi-skills Sports club every Wednesday run by school staff working in conjunction with our Active Tameside Sports Coach, who works in school every Wednesday. Children must be collected by parents.
- See protocol for after-school clubs
- We also signpost to childcare during some of the school holidays. Working with Active Tameside who run a multi-skill sports and games club for all our children to access. This is also available to other children with special needs in Tameside and some staff from Hawthorns work alongside staff from other special schools in the area. Our children are also invited to attend similar clubs during school holidays based at Oakdale and Cromwell schools. Some Hawthorns staff are employed at these clubs to ensure our children's needs are met.
- See protocol for holiday clubs

Parents and carers will be signposted to the Families Information Service<sup>1</sup>, which will provide them with information of other childcare available during the school holidays.

#### **Varied menu of activities**

A varied menu of activities gives children and young people opportunities to excel outside the classroom, transforming attitudes and building self-esteem. Many of these take place within school hours but some activities extend beyond the normal school day.

Extension activities-Music concerts, drama groups, art and crafts, activities with other schools, visits to local attractions, museums, outdoor education-canoeing, country walks, donkey riding, visits linked to topic work.

- Holiday clubs in conjunction with Active Tameside specifically for children with special needs.
- Sport / Physical activity clubs. We have a Multi skills sports club after school for KS2 children run by our Tameside Sports Development coach and school staff.
- A Fun and Games club for KS1 children run by school staff to provide a range of activities suited to the child's needs. If a child's behaviour is a concern at the club, parents will be informed and the child may be asked to miss a week of the club as a sanction.
- Holiday clubs in conjunction with Active Tameside for children with special needs.
- Residential trips. Sports competitions.
- Lunchtime activities-hockey, basketball, organised games.

The range of activities will be made available to parents and carers and children via letters and school website. We will also signpost children, parents and carers to other local activities through our Sports Clubs / School Links and via the Families Information Service.

### **Swift and easy access to specialised services (SEA)**

SEA to targeted and specialist services can help overcome barriers to learning and enable children and young people to achieve their potential. SEA is underpinned by the preventative work being delivered through other elements of the core offer and by the

wider curriculum. SEA ensures any problems are identified early and the children and young people affected are given the support they need to deal with them.

SEA involves working closely with statutory agencies and the voluntary and community sector to identify children and young people with emotional, behavioural, health or other difficulties as early as possible. The school and partner agencies can then form a 'team around the child' which plans and delivers a package of ongoing support designed to overcome barriers to learning and enable the child or young person to achieve their full potential.

Hawthorns School has effective arrangements in place for the support of children with additional needs. School staff work in partnership with multi agency teams within the locality to support children and their families.

Through a referrals process we have access to the following specialist services:

- Speech and language therapy (SALT)
  - Educational Psychologist
  - Child and Adolescent Mental Health Services (CAMHS)
  - Behaviour for Learning and Inclusive Service (BLIS)
  - Counselling
  - A Quiet Place Therapeutic relaxation and massage programme
  - Family support services
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- Educational Welfare
- Children with disabilities team- ISCAN
- School Nurse
- Physiotherapy
- Visual Impairment service
- Occupational Therapy

A named member of school staff will retain responsibility for liaison with the service that provides any intervention.

Hawthorns School will ensure that sufficient members of staff are trained in using the Common Assessment Framework and that they use it proactively to identify needs and ensure that any interventions and referrals are appropriate. We will work with other services to identify a lead professional where needed.

### **Parent support**

Parents engagement in their children’s learning is a crucial influence on their achievement. Involving parents in their children’s education can help remove barriers to learning, raise attainment and improve attitudes and behaviour. Supporting parents in other ways can make an impact on pupil learning and well-being.

Parenting support aims to equip parents and carers with skills to support their children’s education and to deal effectively with issues that could affect the well-being of the family. Services are tailored to the needs of those parents who may benefit from additional support.

Hawthorns School aims to work in partnership with parents and carers to achieve the best possible outcomes for children in school and we offer:

- Transition information sessions for all parents and carers when their child starts school and in year 6 in readiness for moving on to high school.
- Family learning opportunities, where children and parents and carers can learn together, and signpost to other family learning opportunities locally. We currently offer a **Let’s Get Cooking** club where parents and children learn to cook together.
- Information, advice and assistance to parents and carers to support their child’s learning and well-being. This is done through a home/school book to link daily with parents, newsletters, school website, Life Channel, parent text messaging, parent information evenings, PIP meetings, Annual Reviews. We also provide, information about local and national services which are available to parents and carers.
- Evidenced based Positive parenting programmes at least annually and signpost to other parenting programmes locally. Our parenting programme is run by school staff.
- Access to informal networking opportunities e.g.Chill and Chat,coffee mornings, Friends of Hawthorns , class assemblies, family events

## **Community Use**

Hawthorns School is part of the wider local community and co-located with Aldwyn Primary School. As a school we recognise our duty in promoting community cohesion. As part of this, we are looking into making some of the campus facilities available, where possible, to the community.

## **Relationship to other policies**

Extended services are reflected in the following school policies:

- Safeguarding policy
- Health and Safety policy
- Equality policy
- Behaviour policy
- Charging policy
- Inclusion Policy
- PE Policy
- Any partner agency delivering extended services on school site will adhere to the relevant school policies, in particular safeguarding, equality, and health and safety

## **Monitoring and evaluation**

As extended services are key to the delivery of ECM outcomes for children and young people, they are reflected in the school's Self Evaluation Form and will be included as appropriate in the School's Development Plan. Monitoring and evaluation will therefore take place through outcomes on relevant action plans and the School development plan by the Extended Schools Coordinator and relevant staff.

## **Role of the Extended Schools Coordinator**

The Extended Schools coordinator will :

- Monitor the take up and impact of extended services and collect data as necessary
- Keep registers
- Feedback to staff, SLT and governors on the progress of Extended Schools
- Liaise with staff to develop and extend a varied menu of activities
- Ensure that appropriate risk assessments are completed and appropriate measures are in place
- Ensure all staff are aware of the Extended Schools core offer and opportunities for development
- Develop links and liaise with outside agencies
- Ensure all checks have been carried out and CRB clearance given to all persons/organisations on and off site who are delivering services to children

This policy will be reviewed every 2 years

Policy updated January 2018 by D Fitton