



Love, Respect, Belong

## ST MARY'S BENTWORTH CE PRIMARY SCHOOL EXTENDED SCHOOL DAY POLICY



Date of implementation: January 2026

Date of Review: **January 2028**

Ownership: Education Committee	Linked to: Encompasses ALL SCHOOL POLICIES – Safeguarding and Child Protection, Health & Safety, Confidentiality, Food etc
Review Committee: Education Committee, Head teacher	
Communicated to: Parents, Staff, External out-of-hours Providers	
Evaluation: (inc links to evidence)	

**Love** the environment around us  
**Respect** the community and people  
**Belong** to our school family and feel safe

### Rationale

#### Aims:

- To offer a range of activities before and after school giving pupils the opportunity to develop and further their potential.
- To offer a secure and safe environment in which pupils can take part in extended school activities.
- To offer a balance of arts, sports, social and educational activities.
- To ensure that the activities are regularly monitored and that the provider carries out appropriate risk assessments and is aware of the safety procedures in the School.

#### The school will ensure that:

- All extended school day staff are trained to the same level as main school staff and all school safeguarding policies are observed'
- A safe, clean and secure environment is provided.
- Roles and responsibilities are clearly established between the School and the club leader and all health and safety checks are in place.
- Providers are supported and encouraged in order to build a relationship based on trust.
- The activities are in keeping within the inclusive ethos of the School.
- All safety checks have been carried out on the provider with regard to DBS and references.



- The number of pupils in the club is reasonable in terms of ratio, adult to pupil, taking into account the amount of space and the type of activity.
- The provider is aware of procedures at times when a pupil is not collected, what to do with lost property, other operational details and knows who to contact.
- The club is not interrupted unless there is an emergency and sufficient notice is given to parents
- Additional staff are available to cover the extended school provision period in support
- The work of the club will be displayed either through opportunities to perform or space provided on School display boards, website and School newsletter.
- Our School Extended Services (eg Sunrise Breakfast Club and Sunset After-School Club) are bookable via the school on-line payment system (Tucasi Scopay). In an emergency, bookings can still be made on the day via the School Office.

The School will ensure that it meets all current legislations held by both the school and the LA by:

- Keeping up-to-date register of attendees and contact numbers
- Keeping medical needs Register of attendees, highlighting dietary requirements
- Ensuring that all adults dropping a child at Sunrise Breakfast Club, liaise with a member of staff. The member of staff is responsible for signing the Register before the child enters the Club
- Ensuring that parents hand all medication and completed 'Medicine Administering' form to Sunrise Breakfast Club staff if they are unable to go to the School Office
- Ensuring that every child is signed out by a member of staff when collected by a known adult at the end of the Sunset After-School Club
- Ensuring that the standards of behaviour of participants is appropriate

External providers will ensure that they:

- Supply all relevant documentation requested by the School to enable completion of relevant DBS and Safeguarding checks.
- Provide up-to-date insurance documentation and risk assessment for their club
- Keep a register of attendees and contact numbers; register to be kept in School Office and collected and return when signing in/out of site
- Adhere to school policy, Safeguarding and Child Protection, confidentiality, health and safety, food and other related policies. All policies can be found on our School Website/Home/Policies.
- Read and sign for the extended provider's pack which will be supplied on induction by School Office personnel, which clearly identifies fire safety, first aid and pedestrian protocol on site

### **Cost of Extended Service Activities**

Schools may charge for extended services activities like Sunrise Breakfast and Sunset After-School Clubs. Charges can cover things like the cost of activities, food, non-teaching or teaching staff used to lead activities or a supply teacher brought in to run a club.

In line with our responsibility to our staff, it is expected that children will be collected



by 5.45 pm from the Sunset After-School Club as stated on the Booking Form. Late payments will be charged at £5 for 5 minutes late, £10 for 10 minutes late, etc until £20 for 20 minutes late. Over 30 minutes late charges will be discussed with the Headteacher.

Private extended service providers ('the provider') providing activities, eg football, art, dance, will be responsible for dealing with parents/carers direct with regard to **payments and informing parents of any minor incidents** such as grazing or bruising that occur whilst children are in their care. All incidents or accidents must be reported by the provider as soon as possible after their activity to the School Office and on the same day staff will note on CPOMS (Child Protection On-line Monitoring System). In the case of more major incidents eg bumped head, suspected sprain, fracture which could mean a child attending GP or A&E must be fully reported to enable staff to follow up and complete HCC accident/incident forms.

The level of **good behaviour** expected in school, in line with **our school values**, is also to be expected by providers.

With regard to **Safeguarding**, the governing body seeks assurance that the provider has appropriate safeguarding and child protection policies and procedures in place, including inspecting these as needed, and ensures that there are arrangements in place for the provider to liaise with the school on these matters where appropriate.

### **Every Child Matters**

The five points of Every Child Matters agenda are central to the Extended Schools programme in the following ways:

#### **Be Healthy**

The importance of a healthy diet and exercise is a common theme throughout all extended school activities. Providers are informed of religious festivals which pupils and staff may be fasting.

#### **Stay safe**

The school community is encouraged to welcome diversity and through improved understanding and an open approach to develop understanding and an open approach learn to develop mutually beneficial and positive attitudes. Social/pastoral/medical records are shared with providers when necessary.

#### **Enjoy and Achieve**

The extended School's Agenda is designed so as to promote individual self-esteem, confidence, and awareness of differing relationships with adults, through a sense of enjoying and achieving. Our aim is to build an inclusive environment where all can fulfil their potential and all can share in the success of others.



### **Make a Positive Contribution**

The collective atmosphere engendered through the Extended School agenda encourages all individuals to feel part of a collective whole which is bigger than them. They in turn contribute towards the success of others and the School as a whole.

### **Achieve Economic Well-Being**

The development of confidence and the sense of self-worth is the consequence of being part of a flourishing and successful community. These attributes form attitudes which will stand any individual in good stead for their future both in their Secondary School and beyond. This will assist in ensuring that the individual has social skills necessary for their adult life.