

Comberton Primary School

Extended School Policy

Date policy last reviewed: October 2025

Date of next review: October 2027

Signed by: Deena Frost Headteacher

Date: Oct 2025

Signed by: Stephen Deakin Chair of Finance Staffing and Buildings

Date: Nov 2025

Our Intent: Our role at Comberton is to spark curiosity, creating a world of opportunity, awe and wonder for our children and staff. We aim to equip our children with the knowledge, skills and values to lead productive, healthy and inspired lives in modern day Britain.

Our values

Our core values, supported by the British Values of: <i>democracy; the rule of law; individual liberty; and the mutual respect and tolerance of those with different faiths and beliefs</i> , are:	
Respect	<i>for all members of the school community; for the beliefs and ideas of others and the environment we create.</i>
Responsibility	<i>for our own actions, our own learning, and our pursuit of excellence.</i>
Tolerance	<i>celebrating and understanding differences, and learning from each other.</i>
Collaboration	<i>working together with different people for a common goal.</i>
Perseverance	<i>never, ever giving up. To be the best we can be.</i>
Determination	<i>to do the right thing and wanting to succeed.</i>

Comberton Primary School recognises that extended services are additional services and activities offered by schools to pupils, their families and the community. These services often take place outside of normal school hours and can include access to childcare, extra-curricular activities and support for learning.

We believe that these services can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter

Our extended services are made up of:

- Before and after school childcare based on the school site - Breakfast Club operates from 7.30am until 8.45am and After School Club from 3.15pm until 5.30pm.
- A varied range of after school clubs organised and run by either teaching staff, support staff or outside providers.
- Parenting information sessions and parent workshops led by school, along with drop-in sessions or courses.

This policy will ensure the quality of the activities on offer and the safety of all children taking part. We expect all activities and those people providing them to uphold the aims of the school and retain our inclusive ethos. We expect such activities to support the vision of the school (including school development priorities), develop self-esteem, be enjoyable and provide a sense of achievement in our pupils.

This policy applies to all those providing clubs and activities and who come under the responsibility of the school during, before or after the school day.

Aims

- To provide activities that enhance, extend and compliment the curriculum.
- To provide resources (childcare) which support our school community.
- To work in partnership with parents providing a range of opportunities to engage in the education of their child.
- 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 opportunities.
- To ensure that all activities are regularly monitored and that the provider carries out appropriate risk assessments and is aware of the safeguarding policies of the school.
- To provide a balance of paid and free activities.
- To grow in a controlled manner.
- To ensure all children have access to extended school activities.
- To support children eligible for free school meals and achieve this by balancing free and 'chargeable' clubs available as well as offering one free place to those pupils eligible for free school meals.

The school will ensure that

- There is a designated senior member of staff responsible for extended schools.
- A safe, clean and secure environment is provided.
- Roles and responsibilities are clearly demarcated between the school and the providers and all health and safety checks (including evacuation procedures) are put in place.
- Providers are supported and encouraged in order to build a relationship based on trust.
- The price for parents is reasonable.
- The activities are in keeping with the inclusive ethos of the school.
- All safeguarding, including DBS, checks are in place and staff are informed of procedures for safeguarding and provided with any relevant policies.
- Clear protocols for ensuring that any external providers do not promote or support extremist viewpoints.
- The activities are marketed to the wider school community.
- The number of pupils in the club is reasonable in terms of ratios taking into account the space and type of activity.
- The provider is aware of the procedures when a child is not collected, what to do with lost property and other operational details.
- There is always a senior member of staff on site.
- Year 5 and 6 children who normally walk home have permission to walk or are collected by an adult.
- Provision is regularly monitored and review meetings are held with external providers to evaluate successes or act on any concerns.

The provider will ensure that

- They work within the expectations of this policy.
- School property is cared for.
- Appropriate risk assessments are carried out and they confirm they understand the school's safeguarding and emergency procedures.
- The school's policy for collection at the end of the day is carried out.
- The smooth running of the school is not interrupted.
- The standards of behaviour are appropriate and reflect the school's expectations – they act on any concerns; reporting these to the appropriate member of staff.

- First aid is the provider's responsibility except in an emergency when the member of the school's Senior Leadership Team needs to be consulted.

Before and After School Clubs

These clubs are run by school staff and have their own policies and procedures.

Safeguarding (please refer to our Safeguarding policy)

Where providers delivering an activity are not employed by the school and have not completed school based training, they will be asked to complete a safeguarding meeting with the Designated Safeguarding Lead where they will be informed of procedures for safeguarding and provided with any relevant policies. Alongside this, they will complete a DBS check and provide references, if requested.

If there are any concerns with regards to safeguarding relating to our children, this must be reported to the Designated Safeguarding Lead – Mrs Frost or, in her absence, the Deputy Designated Safeguarding Lead – Mrs Phillips.

Health and Safety (please refer to our Health and Safety policy)

As part of their initial meeting with the extended schools co-ordinator, external providers will discuss the school's Health and Safety procedures and relevant risk assessments.

Risk assessments are completed for extended schools activities and external providers may also be asked to present their own risk assessment. Any concerns or incidents are reported back to the extended schools co-ordinator or Headteacher.

Behaviour (please refer to our Behaviour & Relationships policy)

Our expectations for pupils' behaviour when participating in extended school activities are the same as during the school day. All staff and pupils will follow the behaviour guidelines as set in the school's behaviour and relationships policy and in some cases unacceptable behaviour can result in a child being asked to leave the activity. In the case of unacceptable behaviour, either the Headteacher or the Deputy Headteacher will be informed and information will also be shared with parents as necessary.

Monitoring and Evaluation

To ensure good quality of the extended schools programme, regular feedback and monitoring is carried out. This will include feedback from:

- Pupils
- Parents
- Staff
- Internal and external deliverers

Alongside this the extended schools co-ordinator will monitor the quality of club sessions (through observations, pupil interviews and staff and parent feedback), giving feedback where necessary.

The Raising Standards Committee of the Governing body will monitor the implementation and impact of this policy and review every 2 years.