



Bilton Grange Primary School

Extended School Activities Policy

Adopted by the Local Governing Body:	December 2024
To be reviewed:	December 2025

Purpose of the Policy

The purpose of this policy is to outline the framework and objectives for the extended schools program at Bilton Grange Primary School. The policy aims to ensure that all students have access to a range of activities that support their learning, well-being, and personal development outside regular school hours. The extended schools program enhances the overall educational experience for students by providing opportunities for enrichment, social development, and community engagement.

Objectives of the Extended Schools Program

The key objectives of the extended schools program are:

- To provide a safe and supportive environment for children before and after school hours.
- To offer a range of high-quality activities that enrich and complement the school's curriculum.
- To promote social inclusion by offering accessible and affordable activities to all students, particularly those from disadvantaged backgrounds.
- To foster the development of key life skills, such as teamwork, resilience, communication, and leadership.
- To support parents and carers by offering flexible childcare options that accommodate their working hours or other commitments.

Eligibility and Access

- All students enrolled at Bilton Grange Primary School are eligible to participate in the extended schools program.
- Some activities or sessions may require pre-registration or advance notice, especially where spaces are limited or there are additional costs.

- The program is open to children from Reception and may vary depending on the activity offered.
- Access to certain activities may be prioritised for students with specific needs or those from vulnerable backgrounds, as part of the school's commitment to inclusivity.

Activities Offered

The extended school program may include, but is not limited to, the following types of activities:

- **Wrap Around Care:** Supervised care for children before and after the school day, providing a calm and welcoming environment. (This care is provided by an external body 'The Hive').
- **Lunchtime Clubs:** A wide range of clubs at lunch-time designed to complement and extend learning, such as:
 - Choir
 - Bookclubs
 - Sports leaders clubs
 - Games clubs
 - Homework support clubs
 - Times tables club
 - Phonics club
- **After-School Clubs:** A wide range of after-school clubs and activities designed to complement and extend learning, such as:
 - Arts and crafts (e.g., crochet, sewing, drawing)
 - Sports clubs and competitions
 - Cooking, gardening, or environmental clubs
 - Phonics clubs
 - Tables and Toast club (may be before school)

Hours of Operation

The extended school program will typically operate during the following times:

- **Wrap Around Care:** From 7.30am to 8.45am Monday to Friday before school and 3.15pm-6pm afterschool (This care is provided by an external body 'The Hive').
- **After-School Clubs:** Typically from 3.15pm to 4.15pm weekly on Mondays to Fridays running for 4-6 weeks at a time dependant on the club.

Fees and Charges

- Some activities may incur a fee to cover the cost of resources, staffing, or external facilitators. Fees will be communicated in advance and kept affordable for families.
- The school will offer subsidies or financial support for families who are eligible, ensuring equitable access to extended school activities.
- Payment for activities may be made by cash or via parentpay and refunds will only be given under exceptional circumstances, such as cancellation by the school.
- Wrap Around care provided by The Hive is charged at their published rates available from the school office or directly from The Hive.

Safeguarding and Well-Being

The safety and well-being of all children participating in the extended schools program are paramount.

The school will ensure:

- All staff and external providers involved in the program have undergone appropriate safeguarding checks (DBS, references, etc.).
- Staff to child ratios will be maintained in accordance with guidance to ensure adequate supervision and care.
- Risk assessments will be carried out for all activities to ensure the safety of the children.
- Any medical or special requirements of children will be noted and accommodated as necessary.
- The school will maintain clear communication with parents about their child's participation in the extended school program, including any changes to schedules or activities.

Monitoring and Evaluation

- The extended schools program will be regularly monitored and evaluated to ensure it meets the needs and expectations of students and parents.
- Feedback will be gathered from parents, students, and staff on the quality of activities and care.
- The school will review participation rates, staff performance, and the impact of the program on students' academic and personal development.

Communication with Parents

Parents will be kept informed about the extended schools program through:

- Newsletters or emails with updates on upcoming activities, fees, and registration deadlines.
- A dedicated section on the school website with information about the extended schools program.

Complaints Procedure

In the event of any concerns or complaints regarding the extended schools program, parents and guardians should:

1. Contact the school office in the first instance to resolve the matter.
2. If the concern is not resolved, parents may submit a formal complaint in writing to the school's governing body following the school's standard complaints procedure.

Policy Review and Monitoring

This policy will be reviewed every two years to ensure it remains aligned with the school's goals, meets the needs of students and families, and complies with any changes in relevant legislation or guidance.

This policy will be kept electronically on Sharepoint.

This policy will be reviewed every two years by the Governing Body of Bilton Grange Primary School

Signed _____Chair of Governors

Signed _____Head teacher

Date: 5th December 2024

Next review: 5th December 2026