

EXTENDED SERVICES POLICY

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At Linwood we aim to promote a caring and happy community in which all pupils can thrive and feel valued. We aim to meet our pupils' academic, physical, emotional, and social needs by:

- Making learning a pleasurable experience, and offering an opportunity for all pupils to achieve to as high a standard as individually possible.
- Equipping them with the basic skills needed in lifelong learning.
- Assisting them to develop maturity, independence, self-confidence and self-esteem.
- Assisting them to leave school prepared for further education/training, employment and leisure.
- Assisting them to lead as independent life as possible, and to integrate socially.

Our Mission Statement states that:

We aim to provide a center of excellence in which individuals are valued and encouraged to give of their best.

What is extended services learning?

It is 'learning activities outside timetabled lessons which young people take part in voluntarily. Its purpose is to improve motivation, build self-esteem and help the young people to become more effective learners. Above all it aims to raise achievement' ('Extending Opportunity')

Why is extended services learning important?

Extended services learning activities are designed for children to enjoy and learn. It requires the after school staff to deliver a well-planned and equipped session which engages children. The sessions are designed to be child friendly and to consolidate and progress children's skill in the chosen activity. We believe that good extended services learning activities will help children achieve and develop in their chosen activity. It will also allow children to experience new ideas and concepts.

NFER report that:

'Research evidence has established a link between young people's participation in a range of activities outside school hours and a number of desirable outcomes including improved attitudes to school, attendance and academic achievement'

Through extended services we, as a team, have witnessed pupils reach and exceed expectations academically, socially and physically. Pupils are given the opportunity to take ownership of their own time by choosing activities they may not have been able to access otherwise. These experiences enhance all areas of their lives leaving a positive impact both in and out of the classroom.

Characteristics of this type of learning

- It is voluntary for the learner and organiser
- Offers choice according to interest and need
- Is pupil centred and wherever possible pupil directed through the School Council
- Focuses on pupil needs and not external constraints
- Provides opportunity for pupils to progress at their own speed
- Is essentially experiential
- Is aimed at broadening and deepening experience
- Provides opportunity for pupils to take risks and learn from mistakes
- Allows pupils to learn what they want at the speed they want
- Engages pupils and often provides chance to learn about team work
- Provides space and time for pupils to reflect on their own learning and to develop understandings of the way they learn effectively
- Involves a range of adults who are not just teachers
- Involves and brings together pupils of different ages and abilities
- Is by its nature interesting and fun

Aims of extended services learning at Linwood School

- To be led by a committed team who understand the importance and value of OOSHL
- To provide enjoyment
- To help facilitate positive changes in pupil behaviour and attitude
- To support school improvement and to raise achievement.
- To raise motivation, self-esteem and create more effective learners
- To engage pupils purposefully
- To enable pupils to have choice and control through decision making
- To promote pupils' self-discipline
- To increase pupils' sense of achievement
- To help to reduce barriers through inclusive participation
- To increase pupils' self-awareness, awareness of others and how to relate to others
- To target pupils who have not had a great deal of success at school
- To develop interpersonal and social skills
- To provide time to practise, refine, assimilate skills and develop and acquire new skills
- To further extend social circles
- To support and enhance the school curriculum through skills learnt being transferred from OOSHL to the classroom.
- To further strengthen links with the community
- To provide further opportunities for positive relationships to develop between pupils and staff
- To allow time for pupils' experiences to be widened
- To support our philosophy of "life-long learning"

Programme of extended services learning at Linwood School

Club Linwood

- All students from Year One to 18 years of age are able to take part in after school provision.
- It is open to students, in this age range, across the Borough who have an EHCP.
- The provision is funded by Bournemouth and Hampshire Short Breaks and by individual application from Dorset and Poole Social Services. Small grants are occasionally offered by private sector funding.
- The provision will run for 4 nights a week term time and 8 weeks of the school holidays.

Term Time

£11 per session booked termly

- Mondays – Year groups 7-13 (primary)
- Tuesdays- Year groups 7 -13 (secondary)
- Wednesdays – Year 1 – Year 13. Dance and Movement club, and Sports Club Year groups 1 -13.
- Thursdays – Year 1 – Year 13. Dance and Movement club, and Football Club Year groups 1 -13.
- All sessions are 3.30-5.30pm.
- Students book through the school office for a minimum of half a term
- Linwood also offers transport from Springwood to Linwood for all clubs term time.

Holiday Clubs

- Full day sessions 10am-4pm for children from Year One to 18 years of age.
£28.00 per session as of September 2018
- Days of sessions vary according to availability
- For further information, see details of Club Linwood on our website

Monitoring and Evaluation

- Clubs are monitored and evaluated.
- Staff complete an evaluation form at the end of each Holiday Club and twice a year for After School Club.
- Yearly questionnaires are sent to all families.
- Children are asked to offer written/symbol/verbal feedback depending on ability.
- Quarterly reports submitted to Bournemouth and Hampshire Short Breaks management and regular meetings held to discuss services offered, development and costs.
- Yearly bids for grants completed to sustain funding offering qualitative and quantitative information gathered.
- Yearly meetings with Dorset County Council Short Breaks to review the service provided.

This policy will be reviewed every three years.

Admission, booking procedures and payment of fees

- Registration forms are available from Extended Services office or online through the Linwood website and must be submitted by dates stipulated.
- Confirmation of a place will be given in writing from the Extended Services office.
- Should you no longer wish your child to attend After School or Holiday Club, you must give at least one terms notice in writing.
- Fees must be paid by date stated on the 'confirmation of place' letter (Unless other prior arrangements have been made with the Extended Services team).
- If a session has not been paid for, in advance, the child will not be able to stay and a member of staff will contact you to arrange immediate collection.
- If a parent is experiencing difficulty with payment of their fees, they should contact a member of the Extended services team as soon as possible on 01202 636805.

Care Plans

- If your child has Asthma, Epilepsy or requires Oxygen it is essential that we have a copy of the relevant care plan issued by their doctor or hospital. Please ensure this submitted to the Extended Services Team before your child attends the club.

Absence

- If your child has been booked into After School and they are absent from school they will not be allowed to attend the after school club and the fees are still payable.
- If your child has been booked into Holiday club and they are unable to attend the fees are still payable.
- In both instances above, it is the responsibility of the parents to notify the Extended Services team of the absence.

Venue

- All after school clubs are based in the Linwood school halls (Alma Rd, Winton, BH9 1AJ) along with other specific clubs based in other locations within this school's premises.
- Holiday clubs are held at the Springwood Campus, Andrew's Close, Springwater Road, Bournemouth, Dorset, BH11 8HB.

Register and Collecting

- A register of children who attend After School & Holiday Club is taken at the start of each session. This register is kept on site during sessions and then filed in the After School Club folder which is kept in the Extended Services school office.
- Parents are required to sign the register when collecting their child.
- If a parent is unable to collect their child as arranged, they must call the Senior/Extended Services Leader on 07908276042 or 07498048264.
- If someone else will be collecting a child, the After School Club/Holiday Club must be contacted by telephone on 07908276042 or 07498048264.

Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.
- If a child is picked up late a charge of £5 will be made for every 15 minutes beyond the collection time.
- We follow the Linwood School Policy and Procedure for Young People children not collected at the end of the club session could result in Children's Services involvement.

Snacks

- There will be time for children to eat a snack which is provided by Extended Services.

Activities/ Provision

- A range of activities are planned each session for the children at After School & Holiday Club.
- The age and ability of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- The school's behaviour policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

- Staff must follow the Linwood's Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in Linwood schools fire procedures folder.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a senior member of the Extended Services Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions.
- All accidents will be recorded on 'Accident Report Form/My Concern', or on the accident log. The accident will be reported to the parent/carer by telephone immediately if essential but also when collecting their child.
- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.



Springwood
Campus



LINWOOD
TEACHING SCHOOL ALLIANCE



"Entitlement plus opportunity"

Staffing

- All staff will adhere to the Linwood's Staff Code of Conduct and all school policies.
- All After School club staff are DBS checked and must attend staff induction training. All staff must be familiar with the Linwood's Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of all children.
- The club will be led by a Level 3 member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club.