



Extended School Services Policy Morecambe Road School

Aims and Objective

Morecambe Road School is committed to working in partnership with agencies and the local community. The school is committed to inclusion and to provide an environment for the achievement of all.

We believe that the Extended Services provide a framework to improve our delivery of support and meets key priorities within the school development plan, raising standards and improving outcomes for young people.

Morecambe Road School aims to:

- Raise achievement and improve outcomes for all pupils by providing access to a range of extended services which suit the needs of all pupils and their families
- Provide full access to the core offer, either from the school site or signposting within the local community
- Enable disadvantaged children and their families to access the support they require
- Promote and strengthen links with other schools and the wider community
- Aid in the removal of barriers to learning

Extended Services are determined by demand. Consultation of relevant stake holders will be carried out including pupils and parents. Surveys will be issued to end users for feedback on clubs and activities. The key development priorities will be identified through analysis of consultation data.

Policies

The Extended Service Clubs are managed and staffed by school employees, agency staff and volunteers. Therefore, all school policies and procedures must be followed at all times by the Extended Services staff. This includes working with regard to:

- All LCC and school policies and procedures such as Child Protection and Safeguarding, Attendance, Data Protection, Staff Code of Conduct and Handbook
- All LCC and school risk assessments including COSHH
- All school documents and procedures such as pupil support plans

For any services provided by Third Parties on the school site respective responsibilities will be agreed. The school will also satisfy itself that the third party has appropriate policies, insurance and procedures in place to safeguard any children involved.

Childcare and Varied Menu of Activities

At Morecambe Road School we can provide or offer signposting to a range of high-quality childcare, providing a varied menu of activities. This includes lunchtime and after school clubs, childcare provision, holiday clubs, breakfast club, family events and parent groups.

Parental Support

We provide a range of services and support for parents which includes access to family support workers, family learning and a Mental Health Practitioner. Our Family Team is employed by school and engages with parents through a variety of events and activities. We also provide support at key stages of transition when children start school, transfer to Secondary School and eventually leave our school in Year 11.

Community Use

The Governors encourage community use of school premises and buildings. However, Governor approval must be sought regarding use/hire and change of use. The school's Lettings Policy and procedure must be followed. The school will ensure that all safeguarding considerations are met before agreement to a letting.

Morecambe Road School also inform the community of alternative suitable premises within the local area such as other schools, Lancaster and Morecambe college and leisure centres.

Roles and Responsibilities

Extended Services and Curriculum Committee

- To prepare and review the strategy for Extended Services provision, including due consideration to sustainability, and to make recommendations to the governing body.
- To develop, negotiate and keep under review Service Level Agreements (SLAs) with third party providers. (Approval of SLAs rests with the full governing body.)
- To monitor the provision of Extended Services and to evaluate their effectiveness, including any provision made through SLAs with the governing body;
- To contribute to the school's self evaluation reporting on Extended Services.
- To establish appropriate mechanisms for consulting with and responding to the views of children, young people and their families.
- To monitor and evaluate, on behalf of the governing body, progress against locally and nationally agreed targets and to report to the governing body and local authority on the outcomes, as required.
- To receive and consider any representations from the service users and community on the provision of services to the community.
- To approve lettings in accordance with school policy

Headteacher

- Ensures that the School Business Manager is aware of duties and that a clear line of responsibility is established.
- Is consulted on all Extended Schools provision within the school.
- Maintains an overview of Extended School developments and a vision for its progress.

School Business Manager

- Takes a lead in core offer development and monitoring
- Ensures that all the procedures outlined in the policy are followed
- Works closely with agencies to improve provision
- Co-ordinates with subject leaders in developing and extending varied menu of activities
- Ensures that school risk assessments are followed and appropriate control measures are in place
- Ensures all staff are aware of Extended Schools core offer and opportunities for development.
- Close links with outside agencies including other schools.
- Ensures all checks have been carried out and DBS clearance have been given to all persons/organizations on and off site who are delivering services to children
- Monitors and evaluates activities and outcomes for children and young people as appropriate through questionnaires, verbal feedback and meetings
- Submit applications for bids/funding streams to sustain and improve extended services
- Submit invoices for approved external funding eg LCC SEND Breaktime hours
- Provides termly KPI returns to LCC SEND
- Delegates bookings, registers and data upload to LCC SEND to a SBSO
- Ensures provision of CYP plans, All About Me Forms and Emergency Contacts for each Service

Staff

- Where appropriate and available, Services will be delivered directly by school staff although there is no expectation of staff being involved
- All Staff aware of what is on offer – activities, signposting, agencies, parental support, community use.
- Involvement in evaluation of activities and outcomes for children where appropriate
- Staff to oversee the safe transfer of pupils from/to class from/to Extended Services

Outside Agencies (Services provided by Third Parties)

- Agreement on Service being provided and roles and responsibilities
- Provide high standard of care, support and skills
- Carry out own risk assessments
- Hold current enhanced DBS checks and appropriate professional qualifications for their staff
- Committed to providing an inclusive service to all children and their families
- Third Parties are to operate in accordance with all School policies and follow all instructions given by school
- Apply at all times the school's safeguarding policy, procedures and instructions

Monitoring and Evaluation

Governors and Extended Services staff will continuously monitor the progress of extended school activities and evaluate through outcomes on the school development plan.

Signed: _____ (Chair of Governors)

Signed: _____ (Headteacher)

Date: _____