



**Westwood
Academy**
Together enabling the individual child

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WESTWOOD ACADEMY

EXTENDED SCHOOLS POLICY

APPROVED BY GOVERNORS ON MARCH 2015

POLICY TO BE REVIEWED MARCH 2016



EXTENDED SCHOOLS POLICY FOR WESTWOOD ACADEMY

1. PURPOSE

Westwood Academy is at the heart of the local community and is dedicated to providing additional services to children and parents/carers. This document sets out the responsibilities of all those concerned with organising and taking part in clubs outside of normal hours.

2. CLUB RESPONSIBILITIES

- Ensure that the children are appropriately supervised throughout the period of their attendance and at the end of Club meetings
- Promote acceptable behaviour by children by their own example
- Ensure the health and safety of children attending the Club

3. PARENTAL RESPONSIBILITIES

- Enrol their child/ren by signed slip, to a Club of their choice, for a minimum of half a term
- Ensure that their child/ren are collected promptly at the end of the Club and inform the Club leader when they leave with their child

4. CHILDREN'S RESPONSIBILITIES

- Tell the Club leader if they need to leave the room/field/garden area for any reason
- Behave in the same way that would be expected of them during normal school hours



5. SCHOOL RESPONSIBILITIES

- Ensure that a full risk assessment is carried out for all activities.
- Ensure that there is a member of staff present on the school premises during all Club activities
- Ensure that all Club staff have undergone the necessary checks for suitability to be involved in a Club for children
- Ensure that Public Liabilities insurance is in place to cover the approved activities that are organised during the After School Clubs

6. FREQUENTLY ASKED QUESTIONS

What are Extended Services?

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, sports activities and support for learning. Find out what might be on offer and get information about possible costs and financial help.

Can schools charge for Extended Services?

Schools may charge for extended services activities like breakfast clubs, out of school clubs (including homework clubs) and childcare. Charges can cover things like the cost of non-teaching or teaching staff used to lead activities or a supply teacher brought in to run a club. The total charge must not be more than the cost of providing the activity and no parent should be asked to cover the costs for others.

Is there any financial help to pay for Extended Services?

If you work and pay for your child's out of school clubs, you may be able to get tax credits to help with the costs. The amount of tax credit received depends on



parental income. However, to qualify, the club or clubs must be registered with Ofsted on either:

- A) The compulsory register for children aged five to seven, or
- B) The voluntary register for children aged eight and over.

Clubs run directly by the school are not required to register.

