



ALSTON MOOR FEDERATION

Policy for Out of Hours Teaching Provision / Planned Additional Learning Times

Rationale:

There are occasions when teachers would like to offer their pupils the opportunity to come into school, outside usual school hours, to undertake focused work or revision. This policy aims to regulate these activities.

Background:

The headteacher and governors take staff well being very seriously. There is no expectation that any member of staff is required to offer any provision to students outside normal school days (190 days per year), as published in the school calendar.

However, the headteacher and governors are grateful to any colleague who wishes to offer planned additional learning times, as they recognise that this comes from a desire to support students to achieve very well.

The Policy:

If a member of staff wishes to offer an out of hours provision to an individual or group of students the following should be considered carefully:

- Staff are strongly advised to be mindful of their own wellbeing and need for proper rest times, and to consider carefully the need for additional teaching time. The school curriculum is crafted to ensure that guided learning hours are adhered to within the normal provision of 190 teaching days per year, therefore planned additional learning times are not required or expected.
- It is never appropriate for any member of staff to offer one to one tuition to a student outside the normal school day. This does not include detentions and other usual school procedures.
- Unless there are exceptional circumstances, payment for additional teaching will not be offered to AMF staff, and should not be expected.
- There is no charge levied to pupils or their families for any additional teaching outside the school day.
- The offer of any additional teaching is to be given to all students. All additional learning opportunities should reflect the Federation's inclusive

ethos. The exception to this would be if pre-agreed focus has been discussed and agreed with the headteacher which is derived from a school improvement priority (e.g. a G&T day).

Procedures:

- The offer of planned additional learning times should be communicated clearly to students and their families via the usual school communication systems, which includes email, written communications, social media posts and Dojo or ParentMail.
- The planned additional learning times should be offered fairly to all children who are part of cohort at which the planned additional learning time is aimed.
- Planned additional learning times should be offered regardless of any additional needs, this includes SEND and behavioural issues.
- The names of the students attending the planned additional learning times should be collated at least 24 hours before the activity takes place, and a copy of the expected attendees should be given to the school's attendance officer or a member of SLT in her absence.
- Any students failing to attend the planned additional learning time, after having indicated they will attend, should be contacted, and their safety confirmed.
- An informal register of students attending should be taken at the start of each session (i.e. at the start of the day and after a break), and retained until at least a week after the start of the next term.
- The timings of the planned additional learning times should be communicated clearly to families and adhered to.
- Consideration should be given of transport difficulties endemic in this area, and the timings of the planned additional learning times should be organised to be convenient to families dropping off and collecting their children, as far as possible.
- While a prearranged planned additional learning time is taking place, the staff in charge should adopt a duty of care towards the students attending, consistent with their professional status, as representatives of Alston Moor Federation.
- Breaks and lunchtime should be planned, and the timings clearly communicated to the students.
- If the intention is to allow students off site in their breaks, this must be included in any communication to parents and sufficient time given to enable students to safely travel to local shops etc and return to school.
- There should be a mechanism in place which would allow a student to receive assistance in case of difficulty during a break time (e.g. school mobile phone available with number communicated to all students, or else insisting students stay in small groups if leaving the premises).
- Professional standards of behaviour as outlined in Teacher Standards 2012 are expected from staff during planned additional learning times.
- Staff offering planned additional learning times should not expect any additional support from colleagues (including SLT members) during the planned additional learning times.

- Staff offering planned additional learning times should take responsibility for site security and liaising with site support staff to ensure the building is kept secure before, during and after the planned additional learning times.
- Planned additional learning times should take place in classrooms and not in spaces where confidential information may be stored (ie offices or staffrooms).
- Students attending planned additional learning times should not be left unsupervised while on school premises.
- Staff offering planned additional learning times should be at school well before the activity starts to ensure students are welcomed properly, and should remain on site until all students have left.
- It is expected that the member of staff in charge of the planned additional learning time ensures that they know how a child will get home at the end of the planned additional learning time, and takes reasonable care to ensure a child can get home safely at the end of the session.
- Staff offering planned additional learning times should be mindful of the following policies which may be relevant to planned additional learning times:
 - Lone worker Policy
 - Exam and assessment policy
 - School behaviour policy
 - Teacher standards 2012
 - Charging and Remissions policy
 - Child protection and safeguarding policy
 - Intervention policy

Monitoring Arrangements

This policy will be reviewed every two years by the Academic and Pastoral sub committee of the Governing Board.

Version Control	
Created by:	Headteacher
Approved by:	Full Governing Body
Date approved on:	May 2022
Next review due by:	May 2024