



Thomas Bewick School Holiday Activity Scheme Procedures 2015

Introduction

The Association of Friends of Thomas Bewick School very generously fund raise each year with the intention of funding holiday activity schemes for pupils. These holiday schemes are only open to pupils of Thomas Bewick School. The Association of Friends provide the funding and the School plans and runs the schemes. Thomas Bewick have run the schemes for a few years and we are still learning what works best for the pupils, their families and our staff. One way we can measure this is through the feedback we request at the end of each scheme. This procedure aims to make clear the school's processes and procedures in planning and running the scheme e.g.

- Decision regarding dates the schemes will take place
- How children are allocated to places
- How staff are allocated to groups/days
- How activities are decided

Planning

The Senior Leadership Team request information from the Association of Friends regarding how many days of Activity Scheme will be funded for the year. Then the Senior Leadership Team meet at appropriate dates in the year to make decisions regarding which dates would be best to meet children and staff needs, also to plan when information/letters will be sent out. Generally we would look to provide 10 days Activity Scheme during the summer holidays and 3 – 4 days at Easter.

How we allocate children to places

We will ask parents/carers to nominate which days they would like their child to be able to attend the scheme. Once we have received this information the Senior Leadership Team will review the applications and make decisions regarding the best groupings of children with the number of places available. In general there will be three groups per day and places are decided on the ages of the children and their specific needs. The number of places available will also depend on whether the group will be undertaking in school or out of school activities.

Parents/carers should be aware that for the Summer Activity Scheme we may only be able to offer a maximum of 5 days. This will depend the level of interest indicated.

How we decide on activities

Once we have allocated children to appropriate groups the Senior Leadership Team and Group Leaders will decide on what would be the most appropriate activities for that group. These activities may take place out of school and will therefore have a limited number of places available and may attract additional costs. Some activities will take place in school which will allow the groups to use the school's specialist facilities e.g. the trampolines, sensory pool etc, and also will allow for creative arts activities etc.

Parents/carers will be informed of the activities that will be taking place when they receive their child's allocation of days letter.

How we allocate staff places

Prior to the first scheme of the year staff will be requested to provide an expression of interest and their availability for work on the dates decided the schemes will operate.

In general group leaders will be class teachers. Allocation of staff to groups/days will be decided by the Senior Leadership Team at a planning day. The allocation will be dependent upon staff availability and may also be based upon their knowledge and relationship with specific pupils. Long term supply staff who have been working in the school will also be eligible to express an interest in working.

Funding

As previously stated the majority of funding for the Activity Schemes is provided by the Association of Friends of Thomas Bewick. The Friends raise this money through fundraising events and through obtaining grants of funds from external sources e.g. the Lottery Fund.

Parents are also charged an amount of £30 per day per child to attend the scheme. This amount is approved by the Governing Body Curriculum and Extended Services Committee. This amount is felt to be representative of charges made by other groups offering a similar scheme and is good value for money for the children to receive a bespoke activity scheme that is appropriate to their needs and is autism specific.

We require payment in advance of the scheme and no places are confirmed until payment is received by the school. Due to the fact the majority of costs of running the schemes are providing the staff we are unable to refund payment once the scheme has started if a child withdraws for any reason.

Monitoring and Review

In order to review our procedures related to the Holiday Activity Schemes we will ask for feedback after each scheme. Feedback will be requested from children, families and staff so that we can get an all round picture of the success of the scheme and also to take into account any changes that may be appropriate for future schemes. We always appreciate feedback.