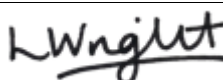




## Extra-Curricular Clubs Policy

Review Frequency	Annually
Most Recent Review	Autumn 2023
Next Review Due	Autumn 2024
Head Teacher	 Ms. Leah Wright

## **RATIONALE**

At the heart of our ambition for John Perryn Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular opportunities through various types of provision delivered by school staff, external providers and independent clubs – all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests. We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs such Arabic, Creative Dance, Gardening to Lego plus many more.

## **AIMS AND OBJECTIVES**

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

## **WHO DELIVERS OUR CLUBS?**

Some clubs are delivered by members of staff who have a passion for or an expertise in specific subjects. Other clubs are delivered by experts and specialist third parties.

## **CLUBS OFFERED**

We offer a varied and challenging programme extra-curricular activities for children across the school.

Not all clubs run each term. A termly schedule of clubs operating can be found on the [school website](#). In addition, at the start of each term, the clubs list will be sent to parents via email.

## **GENERAL PROCEDURES**

Our admin team is responsible for managing the extra-curricular club service and work closely with our senior leadership team, curriculum leads, teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high quality after-school club provision.

### **Organisation of Clubs**

- After-school activities usually run from the end of the school day to 4.30 p.m.
- Each club runs for one term.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.

### **Booking and Paying for Club Places**

At the beginning of each term, a letter will be emailed to parents/ carers, along with a text message, to inform parents/ carers that clubs will begin in the coming weeks. The first deposit of £7.50 must then be paid to secure a child's place in the club. The balance of £7.50 must then be paid two weeks later. Reminders will be sent out to the parents who still have the second payment of £7.50 outstanding. If payment is not made, your child will lose their place in the club. Should a club be fully booked, there is an option on the School Money booking form to be added to a waiting list for a place, if one should become available.

### **Absences**

Parents are requested to inform the school office in advance if their child is unable to attend one of the sessions. This can be done either by email or telephone.

## **Attendance**

It is expected that a child will commit to a term's membership of a chosen club (e.g. Autumn, Spring, Summer). Parents are requested to inform the school office if their child wishes to leave the club before the end of term. If the child leaves within the first two weeks, then a refund for the remaining sessions will be issued. However, after two weeks, a refund will not be issued as this is seen as a commitment to the club for the duration of the term.

## **Cancellation**

A club should only be cancelled after discussion with the Headteacher. Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader. On very rare occasions where it is necessary to cancel a club:

- Parents will be notified, as soon as possible if any session that needs to be cancelled.
- If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents and the children will follow the arrangements agreed with parents on their permission slips. Parents must ensure the school is provided with an up-to-date telephone number.
- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different.
- If a club session has been cancelled by the school, the school will endeavour to rearrange the session to a later date. If this is not possible, a refund of £1.50 will be provided at the request of parent/carer.

***In the event of an externally run club being cancelled at short notice, parents will be informed by a member of the school office team.***

## **Supervision and Safety**

- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club leader is responsible for the supervision of siblings during the club session.
- A first-aider will always be on school premises for the duration of club sessions.
- In case of fire, the children will be led on to the school playground where the club leader will check the club register, which will be kept in a folder with risk assessments, parent contact forms, and other documentation.
- The folder should be returned to the office at the end of each session.

## **Collection of Children from Clubs**

- Parents should ensure they collect their children promptly at the end of an after-school club from the playground.
- Children who are not collected on time will be taken to the school office where the club leader will contact parents.
- If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club.

## **Charges for Clubs**

- The cost of clubs is kept to a minimum to ensure access for all children. The charge is set as £15 per club which includes ten sessions.
- Any parent who would like their child to attend a club, but is unable to meet the financial cost, can approach the school who will consider their request sympathetically and may be able to offer support.

## **Behaviour**

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All external providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the school.

## **Health and Safety Considerations**

Prior to starting a club, all club leaders are given a folder which includes policies relating to after-school clubs, behaviour, health and safety, first aid procedures in school and safeguarding.

### **All club leaders will ensure that:**

- They have all medical details and contact numbers for children attending the club.
- They are familiar with the school's policies.
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the school office, the appropriate risk assessment for their club.
- A full register of all children attending a club is maintained for each session and passed back to the school office after each session.
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- The school and parents are informed of any change in arrangements.
- The club finishes promptly at the specified time. The club leader has the same duty of care as at the end of the school day; they should inform the headteacher of any child who is regularly collected late.

### **The admin team is responsible for ensuring:**

- All club leaders are given a full induction pack, including a Clubs Policy and Risk Assessment. Risk Assessments are signed by club leaders ahead of the club taking place.
- Enhanced DBS Checks are completed on all club leaders and details are recorded on the school's Single Central Register.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- Risk assessments are in place for each club.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

### **For Externally Run Clubs:**

- Enhanced DBS Checks are completed on all club providers and details are recorded on the school's Single Central Register.
- All club leaders are given a full induction, including a walkthrough of the Clubs Policy and Risk Assessments. Risk Assessments are agreed and signed by club provider, and counter signed by the school ahead of the club taking place.
- Provider insurance documents are provided, checked and copied for our records.
- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.

## **Inclusion**

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the club leader and any necessary arrangements agreed. If the child receives one to one support during the school day, it may be necessary to secure this support during the club. This would need to be discussed, in advance, with the school SENCo.

## **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to the school office in the first instance.