



# **St. Joseph's Catholic Primary School**

## **Out of Hours School Learning (OHSL) Policy**

<b>Approved by:</b>	Governing Body	<b>Date:</b> January 2019
<b>Last reviewed on:</b>	June 2014	
<b>Next review due by:</b>	April 2021	

## **1. Rationale**

At St Joseph's Catholic School, we have a commitment to being a welcoming, learning, vibrant and holy school. We believe that OHSL can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.

As a result of this, it is encouraged by the Headteacher and Deputy Headteacher that each member of staff has the opportunity to lead one after-school, early morning or lunchtime club each school year.

The school will also host suitably qualified (skills and safeguarding) leaders from the community or commercial sector provided that costs are covered as defined by our charging policy and places are available for allocation by the school free of charge to ensure equality of opportunity.

## **2. School Run Clubs Offered**

At the start of each year in September, all parents will receive a full listing of clubs, procedures for application and permission slips.

At the beginning of each term, should new clubs come on offer, the Year group that the club is aimed at, will receive a letter notifying parents of the offer. This letter will also be on the school website.

Parents return a form indicating in order of preference the clubs they would wish to apply for on behalf of their child.

The school allocates places to those who returned requests on time aiming to give as many children access to OHSL as possible and with reference to the preferences of parents. Each round of applications is considered on their own merit but we give preference to children on Pupil Premium. It is not logistically possible to refer to previous years' allocations when making forthcoming allocations.

Some places will be allocated with reference to the school gifted and talented policy and the school's equality of opportunity policy and the annual plan for expenditure of the sports premium.

## **3. Joining Arrangements**

Children who are interested in joining any of the clubs will take a permission slip home and return it, completed and signed, to the Deputy Headteacher. The permission outlines for parents the following information

- Staff in charge
- Date, Day and time
- Club Leader
- Venue

## **4. Start Dates**

All clubs are aimed to start the second week of term. Clubs will not run in the first or sixth half term.

## **5. Registration**

A register will be taken by the staff member in charge. The register will clearly record whether the child is present. It also informs Club Leaders if a child is continually not attending any sessions.

The registers will have details of contact phone numbers. The Deputy Headteacher is on site to help with immediate queries or concerns.

## **6. Attendance**

It is expected that a child will commit to attend the whole of the club sessions that have been originally advertised.

## **7. Absences**

Parents are requested to inform the Club Leader in advance if their child is unable to attend one of the sessions.

This can be done either by sending a note via the child to the Club Leader or by telephoning the staff in the school office who will then pass on the message.

## **8. Cancellation**

Parents will be notified, in advance, of any sessions that need to be cancelled.

If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will notify parents by the Teachers2Parents text messaging service.

Should a session be cancelled at the last-minute e.g. due to adverse weather conditions, the Club Leader will supervise the children until all children are collected at the agreed time.

## **9. Supervision and Safety**

The Club Leader will ensure that all children leave the building safely as per the arrangements agreed.

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 the club session. All staff at St Joseph's have had the basic First Aid training to help deal with minor accidents.

In case of fire, the children will be led on to the playground where the club organiser will check the club register.

## **10. Lunchtime Clubs**

Staff-led lunchtime clubs follow all regular school procedures. They will run at 12.10pm or 12.30pm depending on the dinner sitting for the year group.

Permission slips are required for lunchtime clubs, so parents are aware that children are taking part in that club.

Should a teacher have to cancel a lunchtime club, children should follow their normal lunchtime procedure.

### **11. Early Morning Clubs**

Early morning clubs will start at 8am and run for 45 minutes.

Permission slips are required for early morning clubs, so parents are aware that children are taking part in that club.

Should a teacher have to cancel an early morning club, children will be able to join the Early Morning Drop Off facility, and start school at the usual time.

### **12. Safeguarding**

Any club that is led by a member of staff from school, or from an outside agency, will be asked to produce their DBS evidence and references from their organisation that ensures that the proper checking procedures have been followed.

Internal staff will have received induction in safeguarding from their induction training, external staff will receive a briefing from the headteacher supported by the “supply teachers” information pack which has detailed instructions regarding Health, Safety, Welfare and Safeguarding issues.