



After Schools Clubs Policy

The Chorus Schools Federation
(St. Giles', St. Andrew's & Wethersfield
C of E Primary Schools)

Approved by:	Mrs. Jinnie Nichols
Last reviewed on:	December 2025
Next review due:	December 2028



Vision Statement

‘Do everything in Love’

1 Corinthians 16:14

Our Christian vision is to “Do everything in Love” (1 Corinthians 16:14) where the apostle Paul explains the nature of love as patient, kind, always protects and always perseveres. Love never fails. This means that we are committed to caring for ourselves, for one another, and for our world.

To “Do everything in Love” means to let love guide our thoughts, actions and words so that all can thrive. God’s call to live a life marked by love is a consistent message found throughout Scriptures. This is the golden thread that weaves through our work and is exemplified by our values – Love, Respect, Trust and Forgiveness - with our Chorus Schools Federation and beyond.

Introduction

Children have a core entitlement to a broad and balanced, enriched curriculum. Whenever possible we aim to make this interesting, exciting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra 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.

Our aims

By encouraging extra-curriculum activities we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life
- Enable children to have fun and enjoy a broad range of activities
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encouraging children to develop friendships between age groups and work together cooperatively

Our clubs

Our extra-curriculum activities take place after school and normally run from 3.15pm to 4.15pm:

After-school club procedures

- A google form must be completed prior to any child attending the club. These should be submitted. A register is kept for the club leader to collect.
- Clubs will normally begin running the week after return from a school holiday and adjourn the week before a holiday commences. This may be reviewed where a term is particularly short.
- A list of the clubs that children can attend is sent home termly. Information on the progress of clubs and remaining places are given in assembly and/or via the newsletter and website

- A member of school staff should be available for the duration of the club in case of emergency and also to ensure that all children have safely exited the premises at the end of the club.
- All club staff must have completed a DBS check and these must be logged on the school's register by the Office Manager.
- If an after-school club is cancelled, office staff should be informed as soon as possible so that arrangements can be made to contact parents for children to be collected. Where possible, children can join an alternative club or a member of staff will provide cover.
- Club organisers should be kept informed of any child who we are aware is unable to attend the club and should alert the office in the case of any child not attending who is not accounted for.
- Where there is demand for places in a club, non-attendance for 3 weeks will result in a loss and reallocation of the place. Parents will be notified of this possibility on the second absence.
- Where there are opportunities, clubs will present part of their work during an assembly to the rest of the school. Parent/carers can be invited to this presentation.

Enabling Opportunities

Clubs are advertised to all children. The Chorus Schools Federation aims to offer 'something for everyone' and will offer clubs aimed at different age groups from R to Yr 6. This assists parents as it is possible for all of the children in the family to attend clubs on the same night. Where barriers to children participating exist, we try to overcome these by:

- Subsidising clubs led by external providers so that children from families experiencing financial difficulties can attend
- Operating a 'lucky dip' system
- Ensuring a member of staff is always on site to support children with special needs should an issue arise
- Addressing any other special needs that might require adaptation of the school environment. All club leaders are required to keep a list of children with special needs and health issues.
- Special arrangements may need to be made for these children in discussion with the school leadership team.

Health and safety considerations

All club leaders should ensure that every half-term there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building – particularly arrangements for going to the toilet
- Expectations of behaviour. If the behaviour of a pupil is impacting on the safe running of the club this will first be discussed with parents. Where poor behaviour is persistent the school reserves the right to apply sanctions to the child including attendance at the club.
- Arrangements in case a club has to be cancelled
- The expected duration of the club and any other details

All clubs leaders should ensure that:

- They have all medical details and contact numbers available in the office for children attending the club
- They are familiar with the school's health and safety policy
- Up-to-date permission slips from parent/carers, including agreed arrangements for travelling home have been received

School leadership should ensure that:

- DBS checks have been completed on all club leaders
- Club leaders are clear about expectations of the school regarding their role
- Procedures are followed correctly
- There is always a member of school staff on the premises whilst the club is taking place
- An appointed first aider is on site throughout the duration of any clubs
- They have completed the appropriate risk assessment for any club taking place

Charges for clubs

The cost of clubs is kept to a minimum. On allowing the club to use the premises the school will consider the cost to pupils and its financial accessibility. In some cases a subsidy might be made available at the discretion of the governing body. Where outside providers are charging parents it will be expected that the costs to be incurred will be made clear before parents agree to children attending the club. Once a child has been allocated a place in a club, fees are payable in advance and missed sessions must be paid for.

Complaints Procedures

- If the school has a concern about a club the Executive Headteacher will raise this with the club leader
- If the matter remains unresolved the club organiser will not be allowed to run the club the following half-term
- If the club leader has a concern they should talk to the Executive Headteacher
- If this concern is still unresolved they should approach the Chair of Governors
- If a third party complains, the Executive Headteacher will at first deal with the complaint and attempt to resolve the situation