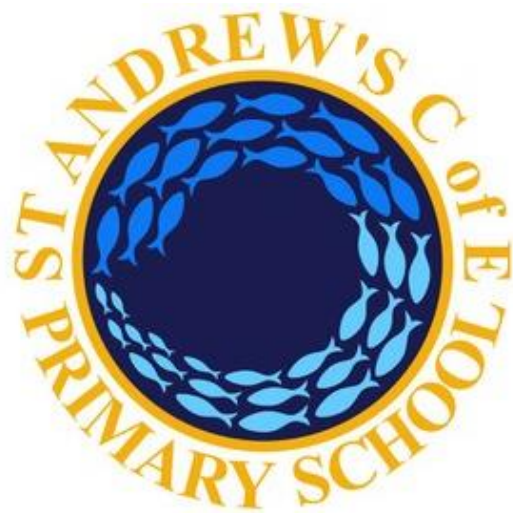


## After Schools Clubs Policy

The Federation of St. Giles' and St. Andrew's C of E  
Primary Schools



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| Approved by:      | Mrs. Jinnie Nichols |
| Last reviewed on: | July 2022           |
| Next review due:  | July 2025           |





## **Mission Statement**

At St Giles' and St Andrew's C of E Primary Schools, we are curious, excited and really love to learn. As a Church school, we believe in serving our community based on the love of God for everyone. We support each other to become robust, independent learners who persevere, have the courage and confidence to be creative, imaginative and care for one another and the community we live in. Our school is inclusive, making every one of us welcome. It sets us suitable learning challenges and responds to our needs, ensuring that we reach our potential and are fulfilled. These are the golden threads that weave through our work and are exemplified by our values – Respect, Trust, Love and Forgiveness within both schools 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**

- Permission slips must be completed prior to any child attending the club. These should be returned to the office, where 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.
- 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. St. Giles' and St. Andrew's aims to offer 'something for everyone' and will offer clubs aimed at different age groups from Yr 1 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
- If this is not successful the concern will be taken to the curriculum sub-committee of the governing board.