Ashleigh

Primary School

Extra Curricular Activities Policy

Reviewed: Jan 2018

Staff: Jan 2018

Approved by Governors: March 2018

Review date: Jan 2020

**Rationale**

This policy should not be read in isolation but in conjunction with all other school policies.

Particular attention should be paid to the school's aims, the behaviour policy, the equality

policy, the health and safety policy and the Educational Visits and Activities policy.

High quality clubs and activities are an essential part of school life. They provide

opportunities to enrich children's experiences beyond the curriculum and an excellent

medium to foster good relationships between teachers and pupils. They develop children's

social skills by providing a forum for interaction between pupils of different ages and

schools.

**Aims**

At Ashleigh Primary School we aim to give children opportunities to:

• Participate in a variety of clubs

• Safely enjoy well organised clubs

• Be involved in competitive activities which take place in a friendly and sporting atmosphere

• Make an active contribution to the school through their participation

• Develop and extend their skills

**Implementation**

Our clubs are either voluntarily organised by staff or run by outside providers and form an important part of school life. The range of activities has included in the past: Choir, Cricket, Dance, Drama, Football, Netball, Filmclub, Knitting, Lego, Multi-skills, Puzzle, Reading, Rounders, Running, Science, STEM, Swimming, War Hammer

Extra-curricular clubs maybe subject to cancellation depending upon weather conditions,

staff availability and other unforeseen circumstances. The school will endeavour to give as

much notice of cancellation as is reasonably possible. Any decision to cancel a club should be made by 2.30pm on the day of the activity, parents will be texted to let them know. From March 2018, texts will be replaced with a messaging system via the school APP.

Parental permission will always be necessary for children to attend after school clubs and part of the agreement is that children are collected promptly at the end of each club session. (All clubs begin at 3.30pm and finish at varying times)

Parents and children will be notified if they are to attend any clubs that have limited numbers.

Children who do not attend regularly without giving a valid reason will be asked to leave. If

too many children subscribe to any one club, places may need to be allocated on a rotational

basis.

Pupils who behave inappropriately may be excluded from a club – at the discretion of the member of staff running it.

The member of staff will take a register of children attending the club.

Occasionally, children will be chosen to take part in a team for a specific event or events. Different children may be chosen for different events, e.g. the netball team may vary from one match to another. This will be explained to children in such a way, that they fully understand that this allows more children to take part.

**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

• 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 for children attending the club

• they are familiar with the school’s health and safety policy

• they have up-to-date permission slips from parents, including agreed arrangements for travelling home and the use of the school minibus

• they have completed, and submitted to the SLT, the appropriate risk assessment for their club.

**School leadership** should ensure that:

•DBS checks have been completed on all club leaders

• club leaders are clear about the expectations of the school regarding their role

• procedures are followed

• risk assessments are in place for each club

Parents of any children not collected on time will be contacted using the contact folders found in the unlocked school manager’s desk. In the event a child is regularly collected late after a club, the club leader may have to suspend membership of the club for the child (following due warning to parents that this may have to happen)

* **Charges for Clubs**
* Any parent who would like their child to attend a club but is unable for financial reasons can approach the school who will consider their application sympathetically and may be able to offer support.
* The cost of clubs is kept to a minimum. Clubs run by school staff only charge for the cost of consumable items, eg a charge for each cookery session to cover the cost of ingredients.
* Outside providers of clubs operate their own charging policies.
* 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 is expected that the costs to be incurred will be made clear before parents agree to children attending the club.

**Sporting Teams**

* Children will occasionally be selected to represent school at inter school competitions. It is the responsibility of the member of staff running the club to select children for such events. It is highly likely that different children will be selected at different times throughout the year. This will be explained to children from the outset.

Chair of Governors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_