

St Andrew's Primary School

After School Policy



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Headteacher – N James

Chair of Governors – J Waine

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After School Club Policy

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RATIONALE

At the heart of our ambition for St Andrew's 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 and external providers 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 from singing and drama, to hockey and sailing, computing and Forest Schools.

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, and 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, and expertise in, specific subjects. Other clubs are delivered by expert and specialist third parties.

CLUBS OFFERED

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including Art, Dance, Singing, Cookery, Coding, yoga, Archery, Football etc. An After-school Clubs programme can be found on the school website.

GENERAL PROCEDURES

Our Administrator Miss Howe, is responsible for managing the After-school Club service and should be contacted with any query regarding After School Clubs.

Organisation of Clubs

- After-school activities usually run from 3.15pm to 4.20pm
- Each club runs for one full term.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year. Clubs start during the second week of each term and do not run for the last week of the Autumn and Summer terms.

Requesting a Club Place

Requests for a place at a club are made online following an Online Form, sent by text and posted on Class Dojo. Once the booking system is closed, you will be informed of the club/s your child has not been allocated for the term ahead and will be offered an alternative if one is available.

At this point, clubs will be allocated to children on a first come, first served basis. If a club is oversubscribed, a waiting list will be started and children, starting from the top of the list, will be offered a place should one become available; they will be prioritised for a place in the following term.

Registration

A register is taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been reliably informed, the club organiser will send a child to the School Office with the register and office staff will attempt to contact a parent by phone.

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 sending a message to Miss Howe on Class Dojo.

Attendance

It is expected that a child will commit to a term's membership of a chosen club (eg Autumn, Spring, Summer). Parents are requested to inform the School Office if their child wishes to leave the club before the end of term.

Cancellation

If a child does not want to come to the after school club, parents must contact Miss Howe to take their name from the register so that another child on the waiting list can take their place.

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, in advance, of 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 via text and a message posted on Class Dojo. 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.

Supervision and Safety

- The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents.
- 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.
- In case of fire, the children will be led on to the school yard where the club leader will check the club register.

Collection of Children from Clubs

- Activities are planned for the full duration of a Club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned area on the school yard.
- Children who are not collected on time will be taken to the school office.
- 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.

Charging

- Clubs run by school staff are free of charge. Clubs ran by external providers are paid for from Sports or Pupil Premium and are also free.

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All staff are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to the Headteacher, who may make the decision to ban a child from that particular club if it is felt that the enjoyment or the safety of others is compromised because of the behaviour.

Health and Safety Considerations

Prior to starting a club all external Club Leaders are given an Induction Pack which includes policies relating to afterschool clubs, health and safety, first aid procedures in school, and child protection.

This is explained and talked through by the Business Manager. All club leaders are asked to 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

All clubs leaders should ensure that:

- They have all medical and SEN details
 - Contact numbers for children attending the club are held centrally in the school office
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have up-to-date agreed arrangements for travelling home.

- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register 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.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the Headteacher of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

School leadership should ensure that:

- Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central Register.
- External providers for coaching sports activities provide copies of their qualifications and DBS certificates
- 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.
- There is always a member of school staff and a trained First Aider on the premises whilst clubs are taking place.

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. However, we are not able to provide 1:1 support for pupils who receive funding for support during school hours and parents should consider this when choosing clubs for their child to attend.

Feedback

To ensure we continue to offer a high quality and relevant range of after-school clubs we encourage parents to provide feedback via Class Dojo.

All feedback is carefully considered and taken into account when decisions are taken about clubs provision for the next term.

Complaints

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