

## Membury Community Primary Academy

# AFTER SCHOOL CLUBS POLICY

Status	Adopted Jan 2017
Policy Reviewed	July 2021
Panel Responsible:	LGB
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Policy Management:	Clerk/SLT
This policy must be read in conjunction with the following policies:	Anti-Racism Policy Behaviour Policy Cyber-bullying Policy Equality Policy SEND Policy

## **RATIONALE**

At the heart of our ambition for the Acorn Multi Academy Trust is our commitment to provide 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, 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. 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, 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. They are very generously offering their time, after school or during their lunch hour.

Other clubs are delivered by volunteers from our local community (also generously free of charge), and some are provided 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 MAT.

Information on After-School Clubs offered at each academy with the MAT is published on the school website at the beginning of the school year and is up-dated each term or half termly. Permission is always sought from parents who wish to enrol their child in an After-school Club.

Any new clubs are announced during whole school assembly and detailed in the school newsletter.

Not all clubs run each term – these may depend on availability of staff and season.

## **GENERAL PROCEDURES**

The School Administrator is responsible for managing the After-School Clubs and works closely with the Head of School; dedicated teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club service.

## **Organisation of Clubs**

- After-School Clubs will commence at the end of the afternoon session and will run for a determined length of time depending on the nature of the club.
- Each club runs for one term.
- A new programme of clubs may be offered in the Autumn, Spring and Summer Terms of each school year.

## **Requesting a Club Place**

Requests for a place at a club are made by completing and returning a Clubs Booking Form to the School Office.

## **Allocation of Clubs**

All places are offered on a term by term basis. If a chosen club runs 'year round', children will need to request a place each term. When booking forms are available to request places for the term ahead, a date is given by which the forms need to be returned. At this point, clubs will be allocated to children paying due regard to equality of opportunity, prioritising places for whom children for whom the school receives Pupil Premium; where spaces for a club are limited and demand is high, names will be selected 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 may 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.

## **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**

A club should only be cancelled after discussion with the Head of School. 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 and the children will follow the arrangements agreed with parents on their permission slips. Parents/Carers 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**

- A Risk Assessment will be completed for any After –school Club which involves taking the children off site i.e. Running Club
- There should be a minimum of two adults accompanying any club which necessitates taking the

children off site i.e. Running Club

- A DBS will be sought for all adults who volunteer to run an After-School Club. For external providers a copy of a current DBS will be requested.
- The club leader will ensure that all children leave the building safely as per the arrangements in place at the school and as 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 club leader, in accordance with the Fire Evacuation Procedure for the school, will lead the children to safety. 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/Carers should ensure they collect their children promptly at the end of an after-school club from the assigned entrance.
- 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.

### **Charges for Clubs**

- The cost of clubs is kept to a minimum to ensure access for all children.
- Clubs run by school staff are free of charge – the only exception to this would be to cover the cost of any consumable items or in the case of a Cooking Club the cost of ingredients
- The school can help with the cost of a club for children for whom Pupil Premium funding is received. Parents should speak with the Head of School or a member of the office staff.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school who will consider their request sympathetically and may be able to offer support.
- Outside providers of clubs operate their own charging policies. On allowing a 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, the costs to be incurred will be made clear before parents agree to children attending the club.

### **Payment**

- **Externally run clubs:** Where a charge is made for a club run by a private organisation, payments should be paid directly to the organisation running the club; charges and all payment details are given within the termly club offer.
- **School run clubs:** Any charges made for school run clubs should be paid termly, prior to the commencement of the club, by Parentpay, or by cash or cheque to the School Office. Cheques should be made payable to The Acorn Multi Academy Trust unless otherwise advised. We cannot accept post-dated cheques.

### **Behaviour**

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be

unacceptable this will be reported to the Head of School.

### **Health and Safety Considerations**

Prior to starting a club all external Club Leaders are given an Induction Pack which includes policies relating to After-School Clubs, health and safety, first aid procedures in school, and child protection. This is explained and talked through by the Head of School.

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 details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the Head of School, the appropriate risk assessment for their club.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the School Administrator 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 School Administrator 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.
- 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.
- Risk assessments are in place for each club.
- 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.

### **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to the Head of School.