

Hand in hand we...  
**Love | Learn | Flourish**

# Afterschool Club Policy

		Date
Reviewed by:	SBM	20/04/2023
Authorised by:	F&P	Summer 2023
Signed:	<i>Amy Slade</i>	

Change Log	
Summer 2023	No change

### RATIONALE

At the heart of our ambition for Woodstock 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, 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 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. They are very generously giving 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 school, including Art, Musical Theatre, Singing, Coding, Science, Drama, French and Spanish, Football, Tag Rugby and Tennis.

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

Not all clubs run each term. A termly schedule of clubs currently operating can be found on the school website. Towards the end of each term, the forthcoming term's club schedule will also be published on the school website. In addition, termly schedules are sent by ParentMail.

## GENERAL PROCEDURES

Our School Business Manager is responsible for managing the After-school Club service and works closely with our Office Team, Headteacher, curriculum leads; 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 provision.

### Organisation of Clubs

- After-school activities usually run from 3.15 to 4.15 (4.30 pm in the case of Year 6 Booster Clubs).
- Each club runs for one term.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.

### Booking and Paying for Club Places

In the last few weeks of each term, the booking of clubs for the next term will be available through the ParentMail System. We will advertise when the online booking form is open through the Woodstock Weekly Newsletter.

Places for externally run clubs are booked and paid for directly with the club provider.

If a school-run club has a charge, the payment for this must be made at the time of booking. Once paid, the place is confirmed. No further confirmation will be sent. Clubs with no charge (i.e. teacher-led) are booked in the same way – you must go through the payment process even though no charge is made. This is part of the process and is essential to complete your booking.

Should a club be fully booked, there is an option on the ParentMail booking form to be added to a waiting list for a place, if one should become available. Such notification will come via contact from the School Administrator or School Business Manager by email or phone.

### 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 support adult will ask the School Office to attempt to contact a parent by phone.

### Absences

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by email or telephone.

### 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 Headteacher or Business Manager. 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 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.

***In the event of an externally run club being cancelled at short notice, parents will be informed by a member of the school office team.***

### 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 club sessions.
- In case of fire, the children will be led on to the school field 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 entrance, which is given on the Termly Clubs Programme.
- The Clubs Programme is available on the After-school Clubs page of school website.
- 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.
- **Children attending WUFA or BEARS club:** All children will be escorted by the Club Leader and handed-over to a member of their staff.

### 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; children are expected to bring the ingredients they need for cooking sessions into school.
- The school can help with the cost of a club for children for whom Pupil Premium funding is received. Parents should speak with the Headteacher 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 ParentMail.

### 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 Business Manager.

### 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 safeguarding. This is explained and talked through by the School 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 External Providers of clubs will 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 School Business Manager, 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 Business Manager 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.
- The School and parents are informed of any change in arrangements.

#### **Leaders of school-run clubs will ensure that:**

- 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 Business Manager of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

**The School Business Manager is responsible for ensuring:**

**For School Run Clubs:**

- All Club Leaders are given a full induction, including a walkthrough of the Clubs Policy and Risk Assessments. Risk Assessments are signed by Club Leaders ahead of the club taking place.
- Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central Register.
- 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.

**For Externally Run Clubs:**

- Enhanced DBS Checks are completed on all Club providers and details are recorded on the school's Single Central Register.
- All Club Leaders are given a full induction, including a walkthrough of the Clubs Policy and Risk Assessments. Risk Assessments are agreed and signed by club provider, and counter signed by the School Business Manager ahead of the club taking place.
- Provider insurance documents are provided, checked and copied for our records.
- 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.
- The Club provider is First Aid trained, and/or 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 School Business Manager in the first instance.