



Before and After School Club Policy

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Rationale

At the heart of our ambition for St. George's Church of England 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.

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?

Clubs can be delivered by:

- Members of staff
- Volunteers
- Third parties

Clubs offered

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school. Any new clubs are announced during whole school assembly and detailed in the school newsletter.

Not all clubs run each term. Towards the end of each term, the forthcoming term's club schedule will also be published.

General procedures

The school office is responsible for managing the before and after school club service and works closely with the Headteacher and any other necessary parties. This allows us to run an efficient, sustainable, relevant, fun and high quality provision.

Organisation of clubs

- The timing of any before or after school activities will be published.

- The duration of any clubs e.g. a half-term, term or annually will be published.

Booking and paying for club spaces

The booking of clubs for the next term will be available through the Arbor booking system. We will publish when the online booking form is open.

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 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, please contact the school office to be placed on a waiting list.

Registration

A register is taken by the staff member in charge of a club at the start of each session.

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 email or telephone.

Attendance

It is expected that a child will commit to the club's membership. A decision will be made by the Headteacher on membership, if more than one session is missed.

Cancellation

A club should only be cancelled after discussion with the Headteacher or Deputy Headteacher and will only be cancelled as a last resort. On very rare occasions where it is necessary to cancel a club parents will be notified of any session that needs to be cancelled.

Supervision and safety

- The Club Leader will ensure that all children leave the building safely as per normal school arrangements.
- If there are any additional collection arrangements, parents must inform the school.
- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. The school is not 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 playground where the club register will be checked.
- A designated safeguarding lead will always be contactable.

Collection of Children from Clubs

- Activities are planned for the full duration of a club; 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.
- Children who are not collected on time will remain at 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.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach the school and speak to a member of staff, who will consult with the Headteacher and will consider their request.

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All behaviour is dealt with according to the school's behaviour policy.

Health and Safety Considerations

All Club Leaders are asked to ensure that 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

The School Office Manager is responsible for ensuring:

- All Club Leaders are given a full induction
- 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.

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 office in the first instance.