

Extended Schools – Before and After School Club Policy

December 2016



**Eaton Valley
Primary School**

Rationale

Children have a core entitlement in terms of the curriculum. Whenever possible we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra opportunities through various types of provision delivered by school staff and external providers – with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

Our aims

By encouraging extra-curriculum activities we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enable children to have fun and enjoy a broad range of activities.
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity.
- Encouraging children to develop friendships between age groups and work together cooperatively.

Our clubs

Our extra-curriculum activities fall into the following categories:

Breakfast Club

Children are able to come into school from 7.45am onwards, thus encouraging good attendance and punctuality. They are provided with juice, toast and/or cereal at a cost of £3.00 per day. Games are made available and children are encouraged to socialise and work with one another in a relaxed and informal environment whilst also being prepared for the school day. Once places are booked at breakfast club, fees will be charged, even in the event of non-attendance (this also includes illness).

After-school activities by school staff

These normally run from 3.15pm to 4.20pm.

After-school activities provided by external agencies

These normally run from 3.15pm to 4.20pm.

After-school club procedures

All after-school activities usually run from 3.15pm to 4.20pm. Permission slips must be completed prior to any child attending the club. These should be returned to the office, where a register is kept for the club leader to collect.

Clubs will normally run weekly for a full term.

A list of the clubs that children can attend is sent home termly. Bulletins on the progress of clubs and remaining places are given in assembly and/or by text message.

A member of school staff should be available for the duration of the club in case of emergency and also to ensure that all children have safely exited the premises at the end of the club. All club staff must have completed a CRB check and these must be logged on the school's register with the Business Manager.

If an after-school club is cancelled, office staff should be informed as soon as possible so that arrangements can be made to contact parents for children to be collected. Club organisers should be kept informed of any child who we are aware is unable to attend the club and should alert the office in the case of any child not attending who is not accounted for.

Enabling Opportunities

Clubs are advertised to all children. Where barriers to children participating exist we try to overcome these by:

- Subsidising clubs led by external providers so that children from families experiencing financial difficulties can attend.
- Operating a 'lucky dip' system.
- Enabling lunchtime clubs to run for those children who have difficulty staying after school.
- Ensuring a member of staff is always on site to support children with special needs should an issue arise.
- Addressing any other special needs that might require adaptation of the school environment.

All club leaders are required to keep a list of children with special needs and health issues. Special arrangements may need to be made for these children in discussion with the school leadership team.

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.
- Exceptions 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 parent/carers, including agreed arrangements for travelling home.
- They have completed and submitted to school leadership the appropriate risk assessment for their club.

School leadership should ensure that:

- CRB checks have been completed on all club leaders.
- Club leaders are clear about expectations of the school regarding their role.
- Procedures are followed (in line with initiative pack guidelines).
- Risk assessments are in a responsibility for a sporting activity have a first aid qualification.
- There is always a member of school staff on the premises whilst the club is taking place.

Charges for clubs

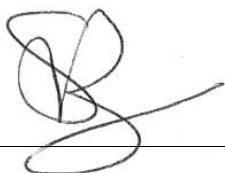
The cost of clubs is kept to a minimum. On allowing an external club to use the premises the school will consider the cost to pupils and its financial accessibility. In some cases a subsidy might be made available at the discretion of the governing body.

Where outside providers are charging parents it will be expected that the costs to be incurred will be made clear before parents agree to children attending the club. Once a child has been allocated a place in a club, fees are payable in advance and missed sessions must be paid for.

Complaints Procedures

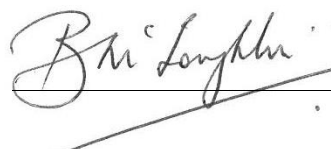
- If the school has a concern about a club the headteacher will raise this with the club leader.
- If the matter remains unresolved the club organiser will not be allowed to run the club the following half-term.
- If the club leader has a concern they should talk to the Headteacher.
- If this concern is still unresolved they should approach the Chair of Governors.
- If a third party complains, the headteacher will at first deal with the complaint and attempt to resolve the situation.
- If this is not successful the concern will be taken to the curriculum sub-committee of the governing body.

Signed by:



Headteacher

Date: _____



Chair of Governors

Date: _____

Review date : December 2019