



Before and after school clubs Policy

*Becoming the person God made me to be:
living, learning, loving.*

*"I praise you because I am fearfully and
wonderfully made" Psalm 139:14*



Agreed by LAB: March 2024

Review: Spring 2027

Our Vision

Austrey and Newton Regis Church of England Schools are small schools at the heart of their rural communities. They have a living Christian foundation that follows the teaching and example of Jesus who reached out **in love** and drew in everyone, whatever their status or struggles, beliefs or views.

Created to be like God, we are all individual, different, and precious. As school families, we treat everyone with **dignity**, seeing each person as a vital stroke in the creation of the masterpiece which is our school **community**. We **love** and welcome everyone, supporting them in the ups and downs of life and giving them **hope** for a bright future in their lives and **learning**. **Living** like Jesus, we think and act with **generous** and **forgiving** hearts in the strategic and day to day life of the schools, so that everyone can flourish. **Trusting** in God and the teaching of the bible, we are building a culture of **trust** in which everyone can feel safe; confident that their spiritual, emotional and academic needs will be met and that their **uniqueness** will contribute to the **unity and wholeness** of Newton Regis and Austrey Church of England Primary Schools.

Rationale

At the heart of our ambition 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.

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 provided by experts or our Sports provider (Coach Unlimited)

General Procedures

Our Administration officers, Headteacher, curriculum leads, dedicated teaching staff and our carefully selected third party club providers work together closely to allow us to run efficient, sustainable, relevant, fun and high quality clubs.

Organisation of Clubs

- After-school activities usually run from 3.15 to 4.15
- Each club runs for half a term.
- A new programme of clubs is offered in each half term depending on the weather and the interests of the children.

Start Dates

- All clubs start during the second full week of the term and during the first week back after half-term breaks.
- Clubs may not run during the final week of terms
- Sports clubs may not run if our coaching company have different school holidays

Requesting a Club Place

A letter will be sent via Seesaw before the start of each half term where parents will sign up their child on Arbor

Allocation of Clubs

All places are offered on a half-termly basis. If a chosen club runs 'year round', children will need to request a place each half term. At this point, clubs will be allocated to children on a first come first served basis paying due regard to equality of opportunity. Children for whom the school receives Pupil Premium; may be funded through this grant. 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 club leader 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 by phoning the School Office who will then pass on the message.

Attendance

It is expected that a child will commit to a half term's membership of a chosen club. 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. 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 as soon as possible. Parents must ensure the school is provided with an up-to-date telephone number on Arbor
- 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 member of staff (teacher or administration officer) 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 field or playground where the club leader will check the club register.

Collection of Children from Clubs

- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned front entrance of the school.
- 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.
- For children for whom Pupil Premium funding is received, school will pay for up to 3 clubs per week.
- 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. School will not charge for the use of the school facilities to enable the providers to keep costs to a minimum

- 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 half-termly club offer.

School run clubs: Any charges made for school run clubs should be paid half-termly, on Arbor

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 Headteacher

Safeguarding

It is best practice for a DSL to be on site when clubs are run. If this is not possible, a DSL should be on our sister school site. Occasionally, a DSL may not be on either site. In this instance, there will ALWAYS be a member school staff (teacher or administration officer) who will have direct contact details for a DSL, Warwickshire Front Door, Lead DSL for BDMAT and BDMAT CEO in case of an issue.

Health and Safety Considerations

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 club 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 completed, and submitted to the Administration Officer, the appropriate risk assessment for their club if appropriate.
- They have public liability insurance if necessary.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the Administration Officer 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. She/he should inform the Administration Officer 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 Headteacher in the first instance.