

## **AFTER-SCHOOL**

### **CLUBS POLICY**

#### **RATIONALE**

At the heart of our ambition for Bradford Academy 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 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?**

Our 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.

#### **CLUBS OFFERED**

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school.

Clubs are announced through a letter sent home at the end of the previous term.

Not all clubs run for every year group or each term – the year groups that the clubs are being run for are included within the letter.

#### **GENERAL PROCEDURES**

Our Sports and Active Leader is responsible for managing the After-school Club service and works closely with our office staff, curriculum leads and learning staff. This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club service.

#### **Organisation of Clubs**

- After-school activities usually run from 3.15 to 4.15.
- Each club runs for one term.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.

### **Start Dates**

- All clubs start during the third full week of the Autumn Term and the second full week of the Spring and Summer Terms; and during the first week back after half-term breaks.
- Clubs do not run during the final week of Terms, and Parent Consultation weeks.

### **Requesting a Club Place**

Requests for a place at a club are made by completing and returning the Clubs letter to the class teacher or School Office – additional forms can be collected from the Office.

Completed request forms should be returned to the class teacher or School Office as soon as possible. All clubs are allocated on a first come first served basis. We will confirm if your child had a place in their chosen club(s), before the end of the first week of term to start the second week of term fully prepared to have fun, after school. Should a chosen club(s) be oversubscribed, we will add your child to a waiting list for if places come available.

### **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 club letters are available 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; where spaces for a club are limited and demand is high, children will be allocated 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

### **Registration**

A register is taken by the staff member in charge of a club at the start of each session. Should a child miss sessions allocated to them on a regular basis they may be removed from the club and have their place allocated to another child from the waiting list.

### **Attendance**

It is expected that a child will learn the skills of resilience in committing to a term's membership of a chosen club (e.g. 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 Sports and Active Leader or a member of the Senior Leadership Team. 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 via text message. Parents must ensure the school is provided with an up-to-date telephone number.
- 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 via text message. 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.

### **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 the club session.
- In case of fire, the children will follow normal fire evacuation procedures and 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.
- 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, at present all clubs are run free of charge.
- Occasionally there may be an exception to this which would be to cover the cost of any consumable items; for example, if in a cooking club children may be asked to bring ingredients into school or a club taken on an external visit.

### Behaviour

During clubs children will be expected to follow our behaviour policy. Should a child not meet our behaviour expectations this will be reported to the Sports and Active Leader or a member of the Senior Leadership Team and a decision will be made on whether they can remain in the club or not.

### Health and Safety Considerations

All staff are aware of the health and safety implications within 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.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the Office staff 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 Sports and Active Leader or a member of the Senior Leadership Team 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:**

- 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.
- 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 Sports and Active Leader or a member of the Senior Leadership Team in the first instance.

**Policy Reviewed:      Spring 2019**

**Future Review:        Autumn 2021**