Extra Curricular & Afterschool Clubs Policy

BENTLEY NEW VILLAGE PRIMARY SCHOOL

HEADTEACHER: kirsten mckechnie

2021 2022

**EXTRA CURRICULAR AND AFTERSCHOOL CLUBS POLICY**

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT** | **Kirsten Mckechnie** |
| **DATE: February 19 2021** |
| **SIGNED:** K.MCKECHNIE | **KIRSTEN MCKECHNIE: HEADTEACHER** |
| **TO BE REVIEWED:** | January 2022 |

**OUR SCHOOL VISION**

Together we will create a calm and welcoming learning environment and work together to secure success for all. We will strive to create a safe, caring, supportive and inclusive school in which we will focus on excellent progress within traditional core subjects whilst providing a rich and exciting curriculum.

We believe that our school should equip its pupils with the skills that society and the local community demand and so we will value the skills and learning that children need in order to look after themselves, their families, their health, their mental well-being and their bodies. We will strive to teach the whole child and create life-long learners and pro-active citizens.

All pupils will have the opportunity to take part in a wide range of physical and sporting activity, as part of the curriculum, as an extra-curricular activity and in competition with other schools. Through sport we will promote a love of physical activity, the spirit of fair play and the ability to be a team-player, a coach and a mentor.

We will encourage the development of individual flair, creativity, talent and personality and will always embrace differences and uniqueness. Our school will value a good sense of humor and celebrate the fun that can be had in learning and within our school.

**OUR SCHOOL VALUES**

Determination – Resilience – Tolerance – Cooperation – Creativity – Curiosity

**OUR SCHOOL AIMS**

* To raise the aspirations and life-expectations of each individual within our school so everyone strives for **personal excellence** in everything they do
* To provide outstanding learning and teaching which enables all pupils, regardless of gender, race, background or ability, to excel
* To help pupils and staff build on their strengths and overcome their weaknesses through development, mentoring and support
* To help pupils develop respect for others so that they can form tolerant and caring relationships and be sympathetic to the needs of other people, whoever they may be
* To provide pupils with a variety of experiences and the support they need to be healthy and active, to stay safe, to enjoy and achieve, to make a positive contribution and to achieve economic well-being
* To use the skills, knowledge, experience and talents of all staff to personalize the learning for each pupil
* To develop a culture of team work that promotes continuous improvement and the highest standards of achievement and conduct
* To be committed to providing a high quality programmer of professional development and training.

Our mission statement, **“What Challenges us, Changes us”**

**EXTRA CURRICULAR AND AFTERSCHOOL CLUBS POLICY**

**PURPOSE**

* To clarify roles and responsibilities relating to the organising, delivering, monitoring and resourcing of extra-curricular or afterschool clubs
* To ensure all children attending have quality teaching and learning and enjoy the experience
* To ensure children are safe and free from harm
* To identify costs and funding

**AIMS**

We wish to ensure that the children of our school are provided with supervised activities in a safe and stimulating environment. Our out of school provision should demonstrate the value we place on these additional experiences and the opportunity for our pupils in the development of personal, emotional, social and intellectual capabilities. Children are consulted on their preference for activities.

**RESPONSIBILITES AND ROLES**

**Afterschool clubs and Extra Curricular activities are the responsibility of the subject lead and the staff member/provider that delivers the club. There will be a number of regular after school clubs along with numerous bespoke clubs that are run across the academic year, that further meet the needs of the pupils.**

It is the responsibility of the Lead Deliverer to record which clubs are taking place on the timetable outside the main office. This should be done by 10am on Mondays

When a club is cancelled it is the class teacher’s role to inform the pupils and then inform the office. The office staff will inform all parents and log responses so that all children’s parents are clear that the club is cancelled. If no response is received then the class teacher will be informed, by the office staff, and the pupil will report to the main office at 3.30pm where their safe return home will be established.

**It is the Office receptions role to maintain all registers and contact details are correct and up to date, ensure that the register is available for the appropriate days required, make sure that there has been a prior arrangement with parent on how child is get home once the club has finished and to make any phone calls necessary until 4 o’clock at which point any concerns are passed on to a member of SLT.**

**Afterschool club registers will be kept in the relevant box Inside the office, which will be available to Lead Deliver on request.**

**WHO CAN ATTEND?**

Any child at New Village in KS1 and KS2 can make an application to attend. There are limited spaces per session depending on the number of staff, the size of the work area and the nature of the activity. Children join the club at 3.30pm and register taken.

**It is the school’s decision as to who can and cannot attend an afterschool club. Children who follow the school’s behaviour policy and are polite and courteous will be encouraged to attend any and all afterschool clubs. However, if a child has a history of taking a place on consistently not attending without informing school, they will not be made a priority when deciding the final lists for afterschool clubs.**

Any child excluded from their class (either to another class or to home) will NOT be allowed to attend the club on that day. The decision as to future attendance will be the decision of the Head teacher or SLT member.

**SPECIAL NEEDS AND DISABILITIES?**

We are proactive in ensuring that any appropriate action is taken when a child is identified as such. Their welfare and development is promoted so that they have equal access to the play provision. Staffing arrangements are considered to meet the individual needs of children who have special needs. The environment is organised so that these children have equal access to the facilities and activities available.

The special needs of children whatever their nature is treated with discretion, sensitivity and above all, confidentiality. A disability or special need will not restrict a child’s access to afterschool clubs

We value the cultural diversity of our children, parents and students. The governing body and staff actively promote true equality of opportunity and anti-discriminatory practice for all children. Every one of us should feel respected and valued, and special care should be taken to make sure that the more vulnerable members of our school community have their needs addressed. Resources, activities and at ground level the language and behaviour of staff positively reflect racial, cultural, gender, socio-economic and religious diversity and disability.

**PARENT ROLES AND RESPONSIBILITIES**

Information will be shared in a variety of ways: written letters, on the school’s website, on the school’s Facebook page or through CallParents text messages. School will inform parents and carers if a place on an afterschool club has been allocated and what resources or kit are required.

**It is the parent’s responsibility to correctly fill in all afterschool club forms, which include contact details, health and medication history. Parent’s instruction will also be sought on how their child is getting home once afterschool club has finished. They are also expected to keep the school office up to date with any changes to information that may appear on the sign-up sheet or changes to arrangements on how their child will be getting home.**

**It is the parent’s responsibility to provide suitable kit and footwear. Suitable kit includes Shorts, T-Shirt, tracksuit bottoms/top and trainers. If a child does not have suitable kit they may be refused access to the club for health and safety reasons.**

**Parents are expected to pick their children up on time (4.30) if that is the agreement that was made with school prior to the club starting. Parents are also expected to keep the school informed if their child will be not be attending the afterschool club occasion or if their child wishes to stop attending.**

Prices: at the time of this policy there is no charge for afterschool clubs. Any changes or exceptions to this will be shared with parents before the club begins

If a club is cancelled, the school will strive to contact parents in good time –although last minute cancellation may not be avoided at times. When a club is cancelled the school will contact parents via text or message and ask for the parent to acknowledge receipt of the message. Failure to acknowledge receipt may result in the child being kept back after school until a suitable adult is able to collect them. Once the message has been acknowledging the child will leave school at the normal time and return home in the usual manner.

**SAFEGUARDING, HEALTH AND SAFETY**

The protection and safeguarding of the child is the first priority. At least one member of staff on the school premises must hold a current Paediatric First Aid Certificate. The administration of medicines is carried out only under advice and according to school policy. A First Aid box is clearly identifiable and accessible in all areas of school.

The responsible person will take steps to promote safety and ensures precautions are taken to prevent accidents and procedures are in place for recording incidents in their eventuality. Actions are taken to minimise risks, and the premises are kept clean and safe.

Staff are trained in Child Protection procedure and one member of staff on the school premises will be a Safeguarding Lead.

Children are secure and safe on the premises and children are not able to leave them unsupervised. Children are supervised at all times, the definition of supervision being within sight or hearing of a member of staff. Procedures are in place for emergency evacuation in the event of a fire and fire drills are carried out regularly. Access to the premises is controlled.

Fire Alarm/Evacuation process – Whichever space around school is being used for the afterschool club, the assembly point in case of a fire alarm/evacuation is the on KS1 playground where all children will be lined up and the Afterschool clubs register will be taken.

**REFRESHMENTS AND DRINKS**

Children are not provided with snacks or drinks however there is access to drinking water in the school building and children may choose to fetch their own drinks.

Snack or food are not necessary as the clubs are only for one hour.

**BEHAVIOUR AND THE SCHOOL’S EXPECTATIONS**

Staff are confident in managing a wide range of children’s behaviour including those more challenging children. This is currently a great strength OF New Village School and our team utilise a range of strategies to reinforce good behaviour and to quell the less positive. The expectation will be that children will behave well or certain sanctions will be employed. The environment and setting is such that good behaviour is encouraged and any negative behaviour is handled consistently and appropriately.

Staff are trained in dealing with bullying and more serious incidences i.e. of a homophobic, racist or sexist nature, are duly recorded, investigated and dealt with accordingly.

**If children are consistently breaking school’s behaviour policy during afterschool clubs a risk assessment will take place and if its deemed a child is unsafe or putting others at risk a further discussion with the child’s family will take place.**