

# Navigation Primary



Working together, learning together

## EXTRA CURRICULAR ACTIVITIES POLICY

<b>Approved by:</b>	CURRICULUM COMMITTEE	<b>Date:</b> JANUARY 2024
<b>Last review:</b>	9 <sup>th</sup> March 2022	
<b>To be reviewed</b>	SPRING 2027	

## **RATIONALE**

1. At the heart of our ambition for Navigation Primary School is our commitment to providing the very best in extracurricular clubs 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 and external providers – 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.
2. 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 from singing and dance, to hockey and badminton, coding and cookery.

## **AIMS AND OBJECTIVES**

Participation in clubs:

1. Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
2. Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
3. Helps build confidence, well-being and creativity.
4. 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 before or after school or during their lunch hour. Other clubs are delivered by volunteers from our local community and some are provided by expert and specialist third parties.

## **CLUBS OFFERED**

We offer a varied and changing programme of clubs and extra-curricular activities for children across the school. An extra-curricular clubs leaflet which includes a full listing of clubs available together with timings and costs is sent home each term. On occasions new clubs are announced during whole school assembly and detailed in the school newsletter. Not all clubs run each term - the dates of clubs are included on the leaflet.

## **GENERAL PROCEDURES**

1. Organisation
  - Before school activities usually run from 8.00 to 8.45 and after-school activities from 3.30 to 4.30.
  - A new programme of clubs is offered each term and we aim to send out the information leaflet in the penultimate week of the term before.
  - All clubs start during the second week of the autumn, spring and summer terms and during the first week back after half-term breaks.
  - All timings and start and end dates are in the extra-curricular clubs letter.
2. Requesting a Club Place
  - Requests for a place at a club are usually made by completing the online form for the provider or for the school. If there is a charge this will either be via the school online payment system or direct to the provider by the method outlined in their club invite.
  - If spaces are limited they will be allocated on a first come first served.
3. 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.

#### 4. Absences

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the teacher running the club, or in the case of clubs run by outside professionals, by phoning/emailing the school office who will then pass on the message.

#### 5. Attendance

It is expected that a child will commit to the full period the club is running or, if it runs all year, for the half term. If a child leaves a club a refund cannot be given.

#### 6. Cancellation

A club should only be cancelled after discussion with the headteacher or in her absence the deputy head teacher. On the 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 or adverse weather, the school will notify parents by a School Spider notification and phone call if necessary. Parents/Carers must ensure the school is provided with an up-to-date daytime 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, or follow the arrangements agreed with parents if different.

#### 7. Supervision and Safety

- The club leader will ensure that all children leave the building safely via the main school door.
- 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.
- The club leader is responsible for providing first-aid.
- In case of fire, the children will be led on to the school playground where the club leader will check the club register.

#### 8. 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/Carers should ensure they collect their children promptly at the end of an after-school club from the main 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.

#### 9. Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.

- Clubs run by school staff are free of charge – the only exception to this would be to cover the cost of any consumable items.
- The school can help with the cost of a club for children for whom Pupil Premium funding is received. Parents should speak with Mr Bonsall or a member of the office staff.
- 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. In some cases a subsidy might be made available at the discretion of the head teacher or Governing Body.
- Where outside providers are charging parents, the costs to be incurred will be made clear before parents agree to children attending the club.

#### 10. 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 termly club offer.
- School run clubs: Any charges made for school run clubs should be paid prior to the commencement of the club, by the school online payment system.

#### 11. 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 class teacher and in cases of persistent poor behaviour places may be withdrawn.

#### 12. Health and Safety Considerations

- Prior to starting a club, all external club leaders are given an Induction Pack which includes policies relating to after-school clubs, health and safety, first aid procedures in school and child protection. This is explained and talked through by the business manager.
- 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 up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
  - They have completed, and submitted to the business manager, the appropriate risk assessment for their club.
  - A full register of all children attending a club is maintained for 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 business manager 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 on the premises whilst clubs are taking place.

### 13. 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.

### 14. Complaints

If parents are concerned about any aspect of an after-school club, they should talk to the head teacher or business manager in the first instance.

### 15. Equalities Statement

Navigation Primary School is committed to keeping all pupils safe and achieving great educational outcomes for all children, including those with protected characteristics as defined by Section 4 of the Equality Act 2010.