

# ST MICHAEL AT BOWES CE JUNIOR SCHOOL

## AFTER SCHOOL CLUB POLICY

### RATIONALE

At the heart of our ambition for St Michael at Bowes Junior School is our commitment to providing the very best for all children to enjoy and achieve. This includes having a wide range of opportunities both within and beyond the curriculum. We aim to offer extra-curricular opportunities through various types of provision delivered by school staff or 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.

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 aiming 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. They are very generously offering their time, after school or during their lunch hour.

Other clubs are delivered by external providers.

### CLUBS OFFERED

We are aiming to expand our range of clubs on offer, at present we offer; Football, Dodgeball, Multisport, the school's Football and Netball teams, French and Big Crunch Club.

An After-school Clubs timetable is published on the school website at the beginning of the school year and is up-dated each term.

Any new clubs are announced during whole school assembly or a separate letter is send home as well as detailed in the school newsletter.

Not all clubs run each term - the operating dates of clubs are included within the timetable available on the website.

## GENERAL PROCEDURES

Our Administrator is responsible for managing the After-school Club service and works closely with our Office Manager, Headteacher, curriculum leads; dedicated teaching staff and our carefully selected third party club providers. 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.

### Requesting a Club Place

Requests for a place at a club are made by completing and returning a Clubs Booking slip to the School Office.

Completed request forms should be returned to the School Office by the penultimate Monday before the end of a term. This will allow us to confirm your child's place in the chosen club(s), before the end of term and enable us all to start the next term fully prepared to have fun, after school. Should a chosen club(s) be oversubscribed, we will endeavour to offer a place in an alternative club or put your child on the waiting list.

### 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 booking slips are available to request places 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, prioritising places for whom children for whom the school receives Pupil Premium; where spaces for a club are limited and demand is high, names will be selected randomly. 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 staff member in charge of a club 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 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 the School Office who will then pass on the message.

## Attendance

It is expected that a child will commit to a term's membership of a chosen club (eg 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 Office Manager. 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 and the children will follow the arrangements agreed with parents on their permission slips. Parents/Carers 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, or follow the arrangements agreed with parents if different.

## 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 be led on to the school playground where 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/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.
- **Children attending Grass Roots After School Club based at Tottenham** will either be collected by staff from Grass Roots or escorted by a member of St Michael at Bowes staff.

## Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.
- Most 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 the Headteacher 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 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.
- **Parent/carer will be charged for late collection, 15 minutes after school activities have finished. This will be at a rate of £5 per 15 minutes thereafter to meet the cost of childcare/supervision.**

## 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 termly, prior to the commencement of the club, by ParentPay.

## 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.

## 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 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.
- 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 Headteacher 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 specific club is not appropriate for a child an alternative club will be offered. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed or reasonable adjustments made.

#### **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to the Headteacher in the first instance.

**Policy Reviewed:      September 2018**

**Future Review:        September 2019**