

Last reviewed: Spring 2018

Due for review: Spring 2019

Owner: Headteacher

Reviewed by: Full Governing Body: Resources

Review Status: 1 year

1. Policy Statement

- 1.1. Children have a core entitlement in terms of the curriculum. Wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children.
- 1.2. We aim to offer these extra 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.
- 1.3. **All other school policies also apply to school clubs where relevant.**

2. The Aims of the Policy

2.1. To provide a broad range of extracurricular opportunities.

By encouraging extra-curricular activities, we intend to:

- 2.1.1. enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life;
- 2.1.2. enable children to have fun and enjoy a broad range of activities;
- 2.1.3. enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity;
- 2.1.4. encourage children to develop friendships between age groups, and work together cooperatively.
- 2.1.5. support families by providing quality extended childcare at a reasonable cost to parents.

2.2. Equal Opportunities

All clubs are advertised to all children. Where barriers to children participating exist, we try to overcome these by:

- 2.2.1. Ensuring a member of school staff is always on site to support children with special needs should an issue arise.
- 2.2.2. Addressing any other special needs that might require adaptation of the school environment
- 2.2.3. All club leaders are required to keep a list of children with special needs and health issues.
- 2.2.4. Special arrangements may need to be made for these children in discussion with the school leadership team.

3. Types of School Club

Our School Clubs fall into the following categories:

3.1. Breakfast Club

Childcare from 8:00am until start of school, run by school staff, including breakfast.

3.2. After School Club

Childcare from end of school until 6:00pm, including a light tea/snack and a variety of childcare activity options, run by school staff.

3.3. Extracurricular Activities

Extra-curricular activities provided outside of school hours by school staff or outside providers, at the discretion of the member of staff involved/provider. These are reviewed and may change each term.

4. Staffing Requirements

4.1. Breakfast and After School Clubs

- 4.1.1. Staff should hold certificates in first aid, food hygiene and safeguarding/child protection.
- 4.1.2. All staff are fully trained and inducted in relevant whole school policies and procedures.

4.2. Extracurricular Activities

4.2.1. Clubs run by school staff

- 4.2.1.1. All teachers except for NQTs are expected to make a wider school contribution by running extra curricular activities during the year. This may be before or after school or during the school day, and is part of their role.
- 4.2.1.2. Support staff are also encouraged to run extra curricular activities which must be approved by the Headteacher. Support staff are paid overtime for this if it is in addition to their role.

Agreed by: _____

4.2.2. Clubs run by external organisations

- 4.2.2.1. The school makes careful due diligence checks on any organisation or individual who runs a club for pupils at our setting.
- 4.2.2.2. As a minimum, club leaders must be over 18 years of age, hold an enhanced DBS check which is logged on the school's system, and have read and signed the school's Volunteers and Visitor's Agreement (which includes the school's safeguarding training).
- 4.2.2.3. The school reserves the right to suspend or cancel a club at any time if the leader fails to comply with the school's safeguarding requirements.
- 4.2.2.4. A member of school staff will be available for the duration of any externally run club, in case of emergency.

5. Timings and Transitions

5.1. Breakfast Club

- 5.1.1. Breakfast Club operates every day from 8am until 8:40am. Children will be escorted by the club supervisors to the main school premises at 8:40 am, and make their way to their classrooms. Younger or vulnerable children will be accompanied to their classrooms if necessary.
- 5.1.2. Children must be brought to the supervisor by a parent / carer or an agreed adult for registration.
- 5.1.3. Breakfast is served between 8:00 and 8:20am. Children arriving after 8:20am are offered drinks and fruit only.

5.2. After School Club

- 5.2.1. After School Club operates every day from 3:10pm - 6:00pm.
- 5.2.2. Children will be collected by the club supervisors from the meeting point - the outdoor classroom on the junior playground.
- 5.2.3. Children must be collected from the club by a parent / carer or an agreed adult for registration. The person collecting must be over 18, be listed as having permission to collect the child, and must know the child's password.
- 5.2.4. We do not allow children to walk home alone from After School Club.
- 5.2.5. A light meal / snack is served between 4:00 and 5:00 pm. Parents are aware that children collected before 5:00 pm may not have eaten.

5.3. Extracurricular Activities

- 5.3.1. The timings for these are variable and are decided by the club leader. Each club usually runs once a week. The timetable is updated termly and communicated to parents in advance.

Agreed by: _____

- 5.3.2. Parents should be aware that these clubs sometimes need to be cancelled for other school activities to take place, or if a member of staff is absent, and should not be relied upon as childcare.
- 5.3.3. Teachers will send the children to the club when the bell rings at the end of school. Younger or more vulnerable children may be escorted to the club by a member of staff if necessary.

6. Bookings and Payments

6.1. Breakfast and After School Clubs

- 6.1.1. Breakfast Club is £4.00 for the first child in a family, with a discounted price of £3.50 for subsequent siblings. This includes breakfast.
- 6.1.2. After School Club is £12.50 for the first child in a family, with a discounted price of £10.00 for subsequent siblings. This includes a light tea / snack (not a full evening meal).
- 6.1.3. Children will not be admitted to Breakfast Club or After School Club unless they have previously registered, fully completed an Extended Services Registration Form, and booked a space for the day.
- 6.1.4. It is the parents' responsibility to inform the school and staff of any changes to a child's medical needs or personal details.
- 6.1.5. Payment must be made in advance via the school office at least one week ahead. Bookings are taken on a first come, first served basis, but bookings will not be accepted until payments are up to date.
- 6.1.6. If payments are not kept up to date, future bookings will be cancelled until payments are up to date.
- 6.1.7. One week's notice is required to cancel a pre-booked space. Cancellations with less than one week's notice will be charged at the full rate (unless the reason is that the child is off sick.)
- 6.1.8. Parents should be aware that the earliest they can drop off for Breakfast Club is 8:00am and the latest they can collect from After School Club is 6:00pm Children who arrive early for Breakfast Club will not be admitted. Children who are collected late from After School Club, will be charged an additional fee at a rate of £5 for every 15 minutes (or part of 15 minutes) and late collections / early arrivals will be recorded as a safeguarding concern. Any fine will need to be paid before further bookings can be made.
- 6.1.9. Any parent who is struggling to make payments for financial reasons can approach the school who will consider their application sympathetically and may be able to offer support.
- 6.1.10. Payment can be accepted by cash, cheque, direct bank transfer or childcare vouchers. The school is also registered to receive payment through bank transfer using the government's tax free childcare scheme.
- 6.1.11. There is no charge for the first two children of each staff member working in the club that day. Subsequent children are charged at the sibling discount rate.

Agreed by: _____

- 6.1.12. Places are limited to 16 children per day for Breakfast Club, and 20 for After School Club. Children who do not get a place will be put on a waiting list and will be offered a place if one becomes available.

6.2. Extracurricular Activities

- 6.3. Booking is usually through the school website parents' evening system . Places are limited and the capacity of the club is decided by the leader. Children who do not get a place will be put on a waiting list and will be offered a place if one becomes available. Some outside providers may operate their own booking systems, and details will be provided.
- 6.4. Parents should not send their children to extra curricular clubs unless booking has been confirmed.
- 6.5. Outside providers operate their own charging policies. On allowing the 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.
- 6.6. Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to children attending the club.
- 6.7. School-led activities will only charge for consumables, such as cooking ingredients or art supplies.
- 6.8. Clubs will normally run in termly blocks and a register will be kept of children attending.
- 6.9. If an after school club is cancelled, office staff should be informed as soon as possible so that arrangements can be made to contact parents so that they can come and collect their children.
- 6.10. Club organisers should be kept informed of any child who we are aware is unable to attend the club on any given occasion and they should also alert the office immediately if any child does not attend and is not accounted for.
- 6.11. School reserves the right to withdraw the privilege of attending a club should there be a breach of the behaviour policy by child.

7. Food

- 7.1. Breakfast and After School Clubs serve meals which comply with Food Standards for Schools, and encourage healthy eating.
- 7.2. We have a policy of inclusion and will adapt the menu or practices in all clubs as required to accommodate any dietary requirements.
- 7.3. Staff for school clubs are trained in managing food allergies and will consult with parents to make any necessary adaptations to ensure all children can attend and eat at the club.
- 7.4. Children are encouraged to try a range of healthy foods, to broaden their tastes.

Agreed by: _____

- 7.5. For extracurricular activity involving food (such as cookery club or club parties) the club leader is responsible for checking the dietary requirements and care plans of all children in attendance, and taking the necessary measures to ensure all children are included safely.
- 7.6. Inkeeping with the rest of the school, our Extended Services strive to be nut-free zones. No food is stored or served which contains nuts, and all children are asked not to bring food containing nuts. If a child does bring food containing nuts, it cannot be consumed on the premises. It will be isolated and returned to the child's parent/ carer or disposed of.
- 7.7. The cost of food is included in the cost of all clubs.

8. Late Collections

- 8.1. Parents should make every effort to contact the school or club leader if they know they are going to be late so that appropriate arrangements can be made.
- 8.2. In exceptional and unavoidable circumstances, the school or club leader will handle these situations sympathetically and if the child cannot wait with the club leader, will make a judgement as to the best course of action, in consultation with a member of the Senior Leadership Team.
- 8.3. If children who are collected late from Extracurricular Activities have to be put into After School Club for childcare, the full fee will apply. Parents will not be able to book further clubs until this payment has been settled. **Parents should not rely on this option as there is not always capacity in After School Club to take additional children.**
- 8.4. The Designated Safeguarding Lead should be made aware of any children who are repeatedly or regularly collected late as this could be a safeguarding concern. In the first instance, the Club Leader should also speak to the parent, remind them of the importance of collecting on time and attempt to resolve any issues with this.
- 8.5. Frequent late collection may result in the child no longer being able to attend clubs.
- 8.6. If children are collected late from After School Club (after 6:00pm) a fine will be applied - see bookings and payments section.

9. Missing Child

- 9.1. **In the event of a child absconding from any After School Club, the school's Absconding Policy applies.**
- 9.2. In the event of a child going missing from the registered provision, or being lost on an outing from the provision, it would be good practice for the registered person in charge of the provision (member of the Senior Leadership Team) to call the police immediately.
- 9.3. It is important to make a note of the circumstances surrounding the disappearance in order to help the police as much as possible with their investigations. The police will then be able to advise the member of the Senior Leadership Team about informing parents/guardians of the child and next steps.

Agreed by: _____

10. Health and Safety

10.1. All club leaders should ensure that every term there is a reminder about:

- 10.1.1. emergency procedures in case of a fire or lock-down;
- 10.1.2. rules for moving round the school building — particularly arrangements for going to the toilet;
- 10.1.3. expectations of behaviour.

10.2. All clubs leaders should ensure that:

- 10.2.1. all children are supervised by adults at all times and always within sight or hearing of an adult;
- 10.2.2. a record is available at each session for reporting any accidents/incidents;
- 10.2.3. all adults are aware of the systems in operation for children's arrivals and departures;
- 10.2.4. children only leave the group with authorised adults;
- 10.2.5. equipment is checked regularly and any dangerous items repaired/discarded;
- 10.2.6. equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children;
- 10.2.7. the layout and space ratios allow children and adults to move freely between activities;
- 10.2.8. fire doors are never obstructed;
- 10.2.9. heaters, electric points, wires and leads are adequately guarded;
- 10.2.10. all dangerous materials, including medicines and cleaning materials, are stored out of the reach of children;
- 10.2.11. children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches;
- 10.2.12. adults do not walk about with hot drinks or place hot drinks within reach of children;
- 10.2.13. a register of children and adults is completed on arrival so that a complete record of all those present is available in an emergency;
- 10.2.14. a correctly stocked first aid box is available at all times;
- 10.2.15. whenever children are on the premises at least 2 adults are present;
- 10.2.16. they have access to medical details and contact numbers for children attending the club;
- 10.2.17. they are familiar with the school's health and safety policy;

Agreed by: _____

- 10.2.18. they are familiar with the school's safeguarding policy and procedures;
- 10.2.19. they have up-to-date permission slips from parents, including agreed arrangements for travelling home;
- 10.2.20. the premises are checked and left in good order before locking up at the end of the session/day.

10.3. **School leadership should ensure that:**

- 10.3.1. DBS checks have been completed on all club leaders;
- 10.3.2. club leaders are clear about the expectations of the school regarding their role;
- 10.3.3. procedures are followed;
- 10.3.4. there is always a member of school staff on the premises whilst the club is taking place;
- 10.3.5. safety checks on premises, both outdoors and indoors are made termly by governors;
- 10.3.6. emergency procedure drills are carried out once a term outside of school hours;
- 10.3.7. fire extinguishers are checked annually ;
- 10.3.8. regular health and safety monitoring will include checking of the accident/incident records.

11. Complaints Procedures

- 11.1. If the school has a concern / complaint about a club, the Head will raise this with the club leader who should attempt to resolve the complaint.
- 11.2. If the club leader has a concern, they should talk to the Head who will attempt to resolve the concern / complaint.
- 11.3. If a third party complains, the Head will deal with the complaint and attempt to resolve the situation in line with the school's **Complaints Policy**.
- 11.4. Where complaints with external organisations cannot be resolved, the school reserves the right to terminate the club at the end of the half term in which the complaint is made.

12. Linked Policies

- 12.1. Health and safety Policy
- 12.2. Safeguarding Policy
- 12.3. Equalities Policy
- 12.4. Lettings Policy
- 12.5. Charging and Remissions Policy

Agreed by: _____

12.6. Data Protection Policy

12.7. Absconding Policy

12.8. Complaints Policy

12.9. Inclusion Policy

Policy approved by: _____ (print name)

On behalf of: _____ (committee or FGB)

Signed: _____

Date: _____

Agreed by: _____