

St Michael in the Hamlet Community Primary School

Our school is a Rights Respecting School whereby all respect the United Nations Convention on the rights of the child and the responsibilities that come with those rights.

School Clubs Policy - 2018 - 2019

Aims:

- We aim to provide a wide range of after school clubs for pupils in KS1 and KS2. All our clubs are provided free of charge.
- We aim to promote teamwork, healthy living, wellbeing, lifelong learning and responsibility in a safe environment.
- We aim to further develop key skills and enhance children's learning.
- We aim to promote community cohesion through mixed year group clubs.
- We aim to provide equality of opportunity for our pupils.
- We aim to promote an interest in new activities and higher education, through being a learning destination for The Children's University.

Our clubs are based on prior knowledge of pupils' interests. High levels of participation in clubs leads to additional clubs being run later in the year, where possible. Our clubs are inclusive, with a minimal number being competitive in nature, such as the Athletics Team, the Football Team and the School Band.

Teaching staff provide their time on a voluntary basis. LSA's are paid overtime when a club runs past 4pm. All LSAs who work until 4pm are expected to run one club per week every term, to allow as many pupils as possible to access our after school clubs.

Applying for a place in a club

Completed reply slips should be returned to class teachers, who will send them to the office. If a club is oversubscribed, names will be pulled out of a hat. Children will be informed if they have been successful or unsuccessful. Reply slips will be kept for unsuccessful pupils and those children will be allocated a place if the club is repeated. Class teachers record the clubs that pupils attend. This allows them to make sure all pupils who have not attended a club get the opportunity to as the year progresses.

Running a Club

Staff are to use the templates provided on the server, updated regularly with the new letterhead, or in the Clubs File in the junior office. All letters detailing a new club are to be completed on the clubs template available on the servers. Registers **MUST** be kept each session and all medical information is to be transferred from reply slips to the document in the school clubs pack. A copy of all phone numbers is to be given to Mrs Basson before the club starts, so she can set up the texting service for that club.

The Collection of Children after a Club

The letter home will explain where parents are to collect their children. **All** members of staff running the club are to dismiss the children. Children in Year 6 who walk home on their own need permission from their parents / carers. If parents are regularly late collecting children from a club please inform the Extended Schools Manager, who will meet with the child's parents or carer.

Physical Education and Clubs

Our Physical Education coach, Liam, will run clubs after school that reflect the breadth of skills and sports required of the PE curriculum. These will include: clubs that encourage participation from both genders together; a wide variety of physical activities that will broaden and extend pupils' skill base and clubs that will lead to a Level 2 Competition, (competitions against other schools e.g. athletics, run by class teachers, and football.)

Music and Clubs

School Band requires a certain level of skill, as does Young Singing Leaders. However, Glee is inclusive and is open to all pupils in KS2.

The Children's University

To ensure equality of opportunity, provision of clubs across the year groups will be monitored termly. Staff running clubs will complete the Children's University record sheet at the end of each half term and send it to The Children's University. This will allow pupils to log their hours with the CU. Each classroom has a set of instructions by the class computer so that pupils who do not have internet access at home, can log their hours.

Paperwork

There will be a clubs file for each term, stored in the junior office. Clubs paperwork packs and Children's University record forms will be available in the file. Staff need to fill in the details on the front sheet about the time, date and location of the club they are running so that the office staff can access this information for telephone queries. At the end of each half term all paperwork is to be filed in that term's file in the junior office.

Times of Clubs

Clubs should not run past 4.30 pm, unless in exceptional circumstances. A senior manager should be available until 4.30 pm to deal with any problems.

Behaviour

Staff are to use the behaviour system that is used in school throughout the day. If there are any problems with behaviour in a club, then staff are to inform the Extended Schools Manager who will speak to the parents / class teacher if necessary.

Safeguarding

- All staff **MUST** complete a register at the start of each session.
- All staff are to familiarise themselves with the nearest fire exits.
- If a fire alarm sounds the children follow the systems in place during the school day and line up on the junior yard.
- Pupils are to remain with the club and not wander around the school during the time of the club i.e. going to the toilet or collecting items from classrooms or lockers.
- Any non-member of staff running a club must be DBS checked by the school.
- A school walkie talkie **MUST** be taken to the field when clubs are run on the school field.
- Parents must provide a valid phone number and up to date medical information about their child.
- Y6 pupils must have written permission to walk home from a club on their own. It is the responsibility of the person running the club to obtain this.
- All staff running a club are to dismiss pupils at the end of the day.
- Staff are to refer to the list of children who cannot go home with 'named adults' when they start a new club to see if any pupils in the club are on this list. This list will be updated every Autumn 1 term by a member of the office staff, when all the new family data forms have been completed.

Policy Reviewed October 2018

Next review October 2019