

# SHEFFORD LOWER SCHOOL

## Clubs Policy



Written by	Adopted by staff	Ratified by governors	Review date
Duncan Wakefield	January 2023	2023	2025

### 1. This policy should be read in conjunction with the:

- a. Curriculum Policy
- b. Accessibility Policy
- c. FLOURISH Policy
- d. Health and Safety Policy

### 2. Rationale

- a. At Shefford Lower School we aim to provide the very best opportunities for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond our curriculum. We offer extra-curricular opportunities through various types of provision delivered by school staff, external providers and independent clubs – all with a view to increase the range of experiences that children have and support them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests whilst supporting our curriculum and subject disciplines. We aim to offer a variety of activities for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in an activity with others. Our clubs also give children the opportunity to consolidate and explore curriculum objectives and apply them in new contexts whilst allowing the children to further develop their social, emotional and educational skills.

### 3. Club Offers

- a. Our clubs are either delivered by members of staff who have a passion for, and expertise in, specific subjects or are provided by expert and specialist third parties.
- b. We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including Art, Dance, Computing, Drama, as well as a range of active sessions. A Clubs document which includes a full listing of clubs is available together with procedures to follow and permission slips. Any new clubs are detailed in the school newsletter or via ParentMail. Not all clubs run each term - the operating dates of clubs are included within the termly Club Offer document sent out by ParentMail.
- c. Our Administrator is responsible for managing the After-school Club service and works closely with our Business Manager, Headteacher, Curriculum leader, teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high-quality clubs service. We ensure an offer is made to our vulnerable groups as a priority.
- d. Clubs are either run during a lunch time or after school. After-school activities currently run from 3.15 to 4.00. Each club runs for one half term at a time. Clubs do not run during Parent Consultation weeks.

### 4. Requesting a Club Place

- a. Requests for a place at a club are made online following a ParentMail to indicate the booking system is open. Once the booking system is closed, you will be informed of the club/s your child has been allocated for the term ahead. All clubs provided externally should be organised directly with the club provider. All places are offered on a half termly basis. If a chosen club runs 'year round', children will need to request a place each half term.
- b. If a club is oversubscribed, a waiting list will be started and children will be offered a place should one become available. If they are unsuccessful they will be prioritised for a place in the following term.
- c. 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.

### 5. Registration

- a. 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.

## **6. Absences**

- a. 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.
- b. It is expected that a child will commit to a half termly membership of a chosen club. Parents are requested to inform the School Office if their child wishes to leave the club before the end of term. Parents should inform the school office if a child doesn't wish to continue with a club so their space can be allocated to someone else.

## **7. Cancellation of Clubs**

- a. A club should only be cancelled after discussion with the Headteacher. 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:
  - i. Parents will be notified, in advance, of any session that needs to be cancelled;
  - ii. 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.
- b. Parents must ensure the school is provided with an up-to-date telephone number and contact details. 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.

## **8. Supervision and Safety**

- a. 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 field where the club leader will check the club register.

## **9. Collection of Children from Clubs**

- a. Activities are planned for the full duration of the Club and parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances. Parents should ensure they collect their children promptly at the end of an after-school club from the assigned front entrance of the school. 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.

## **10. Charges for Clubs**

- a. The cost of clubs is kept to a minimum to ensure access for all children. Clubs run by school staff are free of charge. External 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. Where external providers are charging parents, the costs to be incurred will be made clear before parents agree to children attending the club and payments should be paid directly to the organisation.
- b. 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. Third party providers will provide a percentage of places without charge to support the schools endeavour for vulnerable pupils.
- c. Where Third Party Providers are used they will act in accordance with our ethics, FLOURISH philosophy and school policies.

## **11. Behaviour**

- a. 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 and behaviour policy; if they deem any behaviour to be unacceptable this will be reported to a senior member of staff.

## **12. Health and Safety Considerations**

- a. Prior to starting a club all external Club Leaders are given an Induction Pack which includes policies relating to afterschool clubs, health and safety, first aid procedures in school, and child protection. This is explained and talked through. All club leaders are asked to ensure that every half-term there is a reminder about:
  - i. Procedures in case of a fire;
  - ii. Rules for moving round the school building — particularly arrangements for going to the toilet;
  - iii. Expectations of behaviour.
- b. All clubs leaders should ensure that:
  - i. They have all medical details and contact numbers for children attending the club;
  - ii. They are familiar with the school's Policies for Safeguarding, and Health and Safety;
  - iii. They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home;
  - iv. They have completed, and submitted to the office, the appropriate risk assessment for their club;
  - v. A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the office after each session.);
  - vi. Appropriate clothing is worn for all clubs plus any other kit that is required;
  - vii. All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time;
  - viii. Parents are informed of any change in arrangements;
  - ix. Their club finishes promptly at the specified time;
  - x. Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central Register;
  - xi. External providers for coaching sports activities provide copies of their qualifications;
  - xii. Club leaders are clear about the expectations of the school regarding their role;
  - xiii. A minimum level of adequate supervision is agreed and followed for each activity;
  - xiv. Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed;
  - xv. Risk assessments are in place for each club.
- c. 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.

## **13. Feedback**

- a. To ensure we continue to offer a high quality and relevant range of after-school clubs we encourage parents to complete a short questionnaire with their child following their attendance at a club. Completed questionnaires should be returned to the School Office. All feedback is carefully considered and taken into account when decisions are taken about clubs provision for the next term.

## **14. Complaints**

- a. If parents or carers are concerned about any aspect of a club, they should talk to the club leader in the first instance.
- b. If the concern is still unsolved this will be escalated to the clubs leader Mr Wakefield.
- c. If a parent or carer remains concerned after this then they should steer these to the Headteacher and follow this via the complaints policy available on the school's website.

## **15. Equal Opportunities**

- a. All children are entitled to a broad and balanced curriculum, irrespective of their age, gender, race, physical or intellectual ability. Each child will have the opportunity to develop at a level and rate appropriate to their needs and will be provided with graduated interventions to support accelerated progress where it is appropriate.