

Chapmanslade CE VA Primary School **Extra-Curricular Clubs Policy**

Rationale

Chapmanslade School is keen to offer a range of extra-curricular clubs:

- to enhance our broad and balanced curriculum;
- to give pupils the opportunity to try something new;
- to increase participation in music, sport and the arts;
- to encourage a sense of community among pupils from different classes or year groups;
- to add to the enjoyment of school.

Aims

This policy aims to ensure that visiting providers, parents, pupils and staff are provided with a clear understanding of Chapmanslade School's expectations for payment, attendance, level of commitment and behaviour during clubs. This policy should be read alongside the Chapmanslade School Behaviour Policy.

Communication

A Clubs letter will be emailed to parents at the start of each half term, detailing exactly which clubs are running, the club times and any costs that have to be paid. Hard copies will be available from the school office.

Clubs within the school day, for which there is no charge, will be explained and promoted to the relevant age group of children. Children will be encouraged to sign up if they are interested; parental permission will not be sought.

Clubs run by outside providers, either before or after the school day, for which there is a charge, will require parental permission on a completed club letter reply slip, and payment to the provider in advance.

Some clubs or training sessions outside of the school day (for example, match preparation or extra performance practice) will be by invitation only. Parents will be notified that their child has been selected and parental permission will be sought.

Unavoidable Cancellation by the Club Provider

We shall endeavour to provide all of the clubs which are listed in the termly clubs letter. However, clubs may be cancelled due to poor weather, matches during the week, staff or volunteer sickness, or other commitments that the staff may have. If an after school club is to be cancelled at short notice, or if a pupil becomes too unwell to attend an after school club session, parents will be contacted by telephone. It is essential that parents provide the school with the most up-to-date telephone number.

If the school is unable to contact a parent (or designated carer) by telephone, the pupil will be looked after in school until the usual club finishing time.

Pupil Attendance at Clubs

Registers are taken at the start of every club. Only the children on the register for the club will be supervised by the adult running the club. If a pupil has attended school that day but is unable to attend an after school club, parents must inform the school office so that the register is accurate. This is essential in case of fire or other evacuation scenario.

Expectations

Clubs are provided for the enrichment and enjoyment of pupils. All club providers have the right to work in a calm, safe environment and to be able to focus on delivering the intended programme. The Chapmanslade School Behaviour Policy covers all within-school activities including extra-curricular clubs before, during or after the school day

After an initial trial session, all pupils should commit to any club that they have signed up for. This is particularly true of clubs which work towards a performance or outcome, such as Choir or match preparation.

If a pupil's behaviour falls below the expected standard and/or is detrimental to the enjoyment of other club members, the school's behaviour policy will be implemented and parents will be notified when collecting their child. Should the behaviour be repeated, the pupil may lose his/her place at the club.

Collecting Pupils

On days when there is an after school club, the gates will be locked as usual at 3:30pm for site and pupil safety. Pupils will be dismissed from the upper (KS1) gate at the end of the club. Pupils should be collected promptly. Any pupil not collected on time will be looked after inside the school building. The school office shuts at 4:15pm and the telephone is not routinely answered after that time.

Review

This policy will be published on the school website and shall be reviewed no later than every three years.

Approved – September 2016

Next Review – September 2019