



Hartlebury Church of England (Voluntary Controlled) Primary School

EXTRA-CURRICULAR POLICY SEPTEMBER 2018

Ratified by Governing Body on: Wednesday 3rd October 2018

Next review date: October 2019

Aims of the policy

By encouraging extra-curricular activities we intend to:

- Enable children to sample from a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enable children to have fun and enjoy a broad range of activities.
- Enable children to extend their enjoyment of particular areas of learning through more in-depth study and activity.
- Encourage children to develop friendships between age groups and work together cooperatively.

After School Activities by school Staff

Timings of after school activities run by a member of staff will be at their discretion and parents will be informed of details and options. The timetable of activities can be found on the notice board in Reception and on the school website www.hartlebury.worcs.sch.uk

After school activities run by outside provider

Timings of after school activities run by an outdoor provider will be at their discretion and parents will be informed of details and options. A member of the school staff should be available for the duration of the club in case of an emergency and also to insure that all children have safely exited the premises at the end of the club.

All club staff will be required to present photographic identification and an up to date DBS certificate to be logged on the Single Central Record. Hartlebury Church of England's Safeguarding Leaflet and a Visitor Badge with Fire Procedures and First Aid Procedures attached will be given to the provider on arrival.

After School Procedures

After school activities normally run from 3.20pm. Written permission must be given by a parent or legal guardian prior to any child attending a club. A register will be kept of children attending.

Children are regularly made aware of the clubs that are available. If an After School Club is cancelled a member of the office staff should be informed as soon as possible so arrangements can be made to contact parents so that they can collect their children. Club organisers should be kept informed of any child we are aware is unable to attend the club on any given occasion and they should also alert the office staff if any child does not attend and is not accounted for.

There will be a maximum number of places on offer and the school reserves the right to withdraw the privilege of attending if expected behaviour is not met by child or parent.

"We grow in the Christian values of love, tolerance and forgiveness; learning together, respecting each other."

Equal Opportunities

Equality Statement

At Hartlebury Church of England (Voluntary Controlled) Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the Academy, irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, and age (for staff only). We will adhere to the legal definitions of these protected characteristics as set out in the Equality Act 2010.

We aim to develop and maintain a culture of inclusion and diversity, in which all those connected with the Academy feel proud of their identity and able to participate fully in Academy life.

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

- Addressing any additional need that might require support
- During the year each child will have the opportunity to attend a club run by school staff.

All club leaders are required to keep a list of children with additional needs and allergies or medical conditions. Special arrangements may need to be made for these children in discussion with the school leadership team.

Health and Safety Considerations

All club leaders should ensure that every half-term there is a reminder about:

- Procedures in case of fire.
- Rules for moving round the school building – particularly arrangements for going to the toilet.
- Expectations of behaviour.
- Arrangements in case a club has to be cancelled.
- The expected duration of the club and any other details.

All clubs leaders should ensure that:

- They are familiar with the school's health and safety policy.
- They have up-to-date permission slips from parents, including agreed arrangements for travelling home.

School leadership should ensure that:

- DBS checks have been completed on all club leaders.
- Club leaders are clear about the expectations of the school regarding their role.
- Procedures are followed.
- Risk assessments are in place for each club.
- There is always a member of school staff on the premises whilst the club is taking place.

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Charges for Clubs

Hartlebury Church of England (Voluntary Controlled) Primary School's after school activities are usually free of charge. Outside providers of clubs operate their own charging policies. 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.

Reviewed – September 2018

To be Renewed Annually

Next Review Date – September 2019