



# **BEMBRIDGE CE PRIMARY SCHOOL**

## *EXTRA-CURRICULAR CLUBS POLICY*

## **Policy Statement**

At Bembridge CE Primary School we work hard to create a balanced curriculum which has breadth as well as depth. The school has a tradition of providing a broad range of sporting activities and a variety of extra-curricular clubs. Clubs may be run by school staff or external providers e.g. Portsmouth Football Club.

High quality clubs and activities are an essential part of school life; they provide opportunities to enrich children's experiences beyond the curriculum and an excellent medium to foster good relationships between teachers and pupils, they can also develop pupils' social skills by providing a forum for interaction between pupils of different ages.

The Extra -Curricular activity programme provides opportunities for the children to develop their interests and talents through enjoyment and self esteem. Clubs and activities promote a positive attitude towards school and help to develop the school's relationship with parents and the local community.

Before signing your child up for an after school club please ensure this is something they really want to do and that they will commit to weekly attendance. It can be very demoralising for a club organiser to have club numbers fall, especially if we have had to refuse places to other pupils who wanted places.

We try our best to accommodate as many children as we can in clubs but obviously there are set numbers of places, therefore places are given on a first come, first serve basis.

## **Extra-Curricular Activities Policy**

1. Any member of staff/volunteer/ external coach intending to begin a new club must consult the Headteacher for approval.
2. External coaches and staff/ volunteers will be given an induction to extra-curricular guidelines through this policy and guidelines for Child Protection, First Aid and Fire Evacuation procedures. This will be in the form of an induction pack.
3. External providers/volunteers must show proof of DSB checking with the school and copies kept in the school office.(School staff are already fully DSB checked)
4. A list of children who are taking part in any club will be kept in the school office and each club leader will be given a list of pupil names.
5. Club letters will go out to parents offering a range of clubs and parents/carers will be asked to sign a form giving permission for each child to attend a club. If there is any charge connected to the club this will be made clear in the letter.
6. KS 2 pupils will be released from clubs as they are at the end of the school day through the front doors of the glazed corridor. Reception and KS1 pupils will be taken to the back playground and only released to parents or a named adult. Parents must contact the office to inform them of a named adult collecting their child.
7. Parents/carers will be informed of the finishing time for the club the school will NOT contact parents if their child does not attend the club.

8. All clubs will finish promptly at the specified time. The teacher in charge/provider has the same duty of care as at the end of the school day. If a child is regularly not collected on time at the end of a club, this child will be prevented from remaining in or joining a club.
9. A register will be taken at the beginning of each club. If a child does not attend an activity or a club for three sessions (without reason), they will be removed from the register and parents/carers will be informed.
10. Any pupil who persistently misbehaves or disrupts a club will be removed from the register and parents/carers will be informed.
11. If a child wishes to withdraw from a club or activity they must ask their parents/carers to contact the school so that we are aware that they are withdrawing with parental permission.
12. If a child for any reason cannot attend a club it is expected that they, or their parents out of courtesy inform the club leader.
13. If a club needs to be cancelled parents will be informed via the newsletter or by text.
14. Dates the club runs from and to will be advertised in Diary Dates, except for external providers ie Portsmouth Football Club who will produce their own literature for parents.
15. Pupils are responsible for getting themselves to lunchtime and after school clubs and remembering when they are held

### **Portsmouth Football Club**

This provider offers a termly club. Parents signing their child up to this club should be aware they are an external provider, any payments must be made to them directly and it is the responsibility of the provider to follow school guidelines set out in this letter. The club will be responsible for contacting parents if a child is not collected at the end of the club and waiting until a responsible adult arrives. This club follows its own guidelines on dealing with unacceptable behaviour/late collection and parents should enquire directly to them for details.

### **First Aid:**

All providers are made aware of where school first aid kits are kept in school. They are responsible for calling parents of children in their club in an emergency.

**POLICY JAN 2015**