



The Federation of the Church Schools of  
Shalfleet and Freshwater & Yarmouth

*Together for a Brighter Future*

# **AFTER SCHOOL CLUBS**

# **A STATEMENT OF POLICY**

|                     |                    |
|---------------------|--------------------|
| <b>Approved by</b>  |                    |
| <b>Portfolio</b>    | <b>Community</b>   |
| <b>Approved on</b>  | <b>Summer 2023</b> |
| <b>Review date</b>  | <b>Summer 2025</b> |
| <b>Review Cycle</b> | <b>3 Year</b>      |

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **After School Clubs Policy for Extra-Curricular Activities**

### **Policy Statement**

Children have a core entitlement in terms of the curriculum. Wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children.

We aim to offer these extra opportunities through various types of provision delivered by internal and external providers — all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

We are committed to taking positive and proactive steps to ensure that we provide a safe, caring and welcoming environment, which promotes and reflects cultural and social diversity and is equally accessible to all. We adhere to the school's equal opportunity policy.

### **The 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
- 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.

### **Procedures**

The After School Club programme is organised and managed by the school's administrator.

All external providers are required to be in attendance throughout the club session and to ensure that all children have safely exited the premises at the end of the club. Permission and payment must be received prior to any child attending a club.

Parents/Carers MUST sign the register to indicate that they have collected their child after the Club.

If the parent/carer does not arrive for ten minutes after the club has finished, then the external provider should take the children to the After School Care Provision, if spaces allow. The parent/carer is charged for childcare arrangements, agreed by prior consent when signing up to attend the chosen club. Also, where possible, please can a parent/carer inform the relevant supervisor and acknowledge they will be running late. Alternative arrangements for collecting children (approved carers/relatives) must be made prior to attending the chosen club and not on the day as children, as under safeguarding legislation, cannot be released to an adult without prior approval or parental consent.

If there is insufficient space at the After School Care Provision, the external provider should stay with the child till a parent/carer arrives or discuss this matter with Senior Staff at the school.

If a pupil is already registered for the 'After School Care Provision,' then staff must drop off and collect the pupils at the relevant club. Staff must sign the register to show that the pupils have been collected.

Pupils who are in Year 5 and Year 6 can be allowed to walk home by themselves. This requires a signed consent form from the parent which is passed to the external provider.

If an After School Club is cancelled, arrangements will then be made to inform parents that the club is cancelled or to come and collect their children as soon as possible.

We ask that no items are brought in from home as the after school club will not be responsible for any loss or damage.

The school reserves the right to withdraw the privilege of attending a club should there be a breach of discipline by a child.

All coach's must have completed a DBS check and these must be logged on the school's register.

## **Equal Opportunities**

Clubs are advertised to all children at the appropriate age. Where barriers to children participating exist, we try to overcome these by:

- Addressing any other special needs that might require adaptation of the school environment
- Special arrangements may need to be made for these children in discussion with the school leadership team.

## **Health and Safety Considerations**

In line with the Federation's Health & Safety Policy:

Club Leaders must ensure that every half-term children are reminded about:

- procedures in case of a fire
- rules for moving round the school building—particularly arrangements for going to the toilet
- expectations of procedures for safe exit of the pupils after a club has ended
- arrangements in case a club has to be cancelled
- the expected duration of the club and any other details.
- they have all medical details and contact numbers for children attending the club
- they are familiar with the school's health and safety policy and all other procedures relating to the successful running of the club
- collection of all personal belongings before exiting the premises. Once the site is secured and vacated a no return procedure is in place.

All accidents will be recorded in the accident book and reported to parents/carers on collection. In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents/carers will be contacted as soon as possible.

## **Charges for Clubs**

The cost of clubs is kept to a minimum – some clubs are charged at a higher fee to reflect the costs of the professional attending and any extra staff/equipment/insurances they require. Any parent who would like their child to attend a club but is unable for financial reasons can approach the school, who will consider their application sympathetically and may be able to offer support.

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.

When a child is reported absent in the morning or is sent home during the day of the booking, their club place will be automatically cancelled and fees refunded. No other cancellations will be accepted on the day. The school will offer no refunds if your child fails to attend a pre booked session.

All fees are payable in advance.

Payment is made by the cashless online payment system, no bookings will be taken at the school office.

Late collection payment fees are to be paid immediately.

## **Complaints**

All complaints will follow the Federation's complaints policy which can be found on our website.