



**Earl Spencer** Primary School

# **After school Club Policy**

## **RATIONALE**

At the heart of our ambition for Earl Spencer Primary School is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the 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 increasing the range of experiences that children have, enabling them to make informed choices for adult life. Activities are designed to be fun and cater for a wide variety of interests.

We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this.

## **AIMS AND OBJECTIVES**

Participation in clubs:

- Enables children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life.
- Enables children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills.
- Helps build confidence, well-being and creativity.
- Encourages children to develop friendships between age groups and work together co-operatively.

## **WHO DELIVERS OUR CLUBS?**

After School club is delivered by members of staff throughout the school who have a passion for providing fun and exciting activities.

## **GENERAL PROCEDURES**

Our School Business Manager is responsible for managing the After-school Club service and works closely with our Office Team, Headteacher and Deputy Heads This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club provision.

## **Organisation of Clubs**

- After-school activities run from 3.20 to 5pm.
- After School Club sessions run daily each term.

### **Booking and Paying for Club Places**

In the last few weeks of each term, the booking of clubs for the next term will be available through the ParentMail System. We will advertise when the online booking form is open through ParentMail.

Once paid, the place is confirmed. No further confirmation will be sent.

### **Registration**

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 organiser has not been reliably informed, the club support adult will ask the School Office to attempt to contact a parent by phone.

### **Absences**

Parents are requested to inform the school office in advance if their child is unable to attend one of the sessions booked. This can be done either by email or telephone.

### **Collection of Children from Clubs**

- Parents should ensure they collect their children promptly at the end of an after-school club from the assigned entrance.
- 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.

### **Charges for Clubs**

- The cost of clubs is kept to a minimum to ensure access for all children.
- 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.
- Any payments made for After-school club should be paid prior to the commencement of the club using ParentPay (further details of this can be found at the school office) up to midnight on the day before the club is needed to be accessed.

### **Behaviour**

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated.

All children are aware of our behaviour expectations; if After School Club staff deem any behaviour to be unacceptable this will be reported to the Headteacher.

## **Health and Safety Considerations**

Prior to starting staff are given an Induction Pack which includes policies relating to after school clubs, health and safety, first aid procedures in school, and safeguarding. This is explained and talked through by the club leader.

All club leaders are asked to ensure that every half-term there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour

## **School Leadership should ensure that:**

- Enhanced DBS Checks are completed on all ASC workers and these are recorded on the school's Single Central Register.
- The After School Club leader is clear about the expectations of the school regarding their role.
- A minimum level of adequate supervision is agreed and followed for each activity.
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed.
- Risk assessments are in place for each club.
- There is always a member of school staff and a trained First Aider on the premises whilst club is taking place

## **The After School Club Leader should ensure that:**

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the office at the end of each session.)
- All resources and any necessary preparations have been organised, ready for the club to start
- promptly at the specified time.
- Parents are informed of any change in arrangements.
- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the Office Manager and The Headteacher of any child who is regularly collected late.

## **Inclusion**

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.

## **Complaints**

If parents are concerned about any aspect of an after-school club, they should talk to the School Business Manager in the first instance.