

Coleham Primary School



Extra-Curricular After School Clubs Policy

Date of Policy: February 2019

Information for parents/carers

Coleham School provides extra-curricular after school activities for its pupils on a term by term basis.

Aims

- To offer a range of structured activities to engage and stimulate the children and foster their independence and self esteem.
- To provide high quality supervision and teaching that meets the needs of parents/carers.
- To provide a happy, welcoming, safe and secure place where all children are valued.
- To maintain good relationships with the children, encouraging cooperation and providing help and support.
- To offer a range of inspirational activities appealing to all ages and creative interests.

Extra-Curricular After School Clubs

Clubs may be run by school staff or external providers who offer additional expertise. The club offerings are reviewed and organised each term. This ensures that the range of clubs appeal to all ages, change with the seasons and current trends and offer a variety of creative activities that will inspire the children and develop their talents and interests. A letter detailing the term's clubs will be sent out at the beginning of each new term. Clubs generally run for ten weeks and will always begin on the third week of term. This gives staff time to prepare clubs timetable during the first week of term, parents time to book on and office staff time to prepare Club registers.

Organisation

The school's Business Manager will oversee the Clubs, health & Safety arrangements and deal with any parental concerns.

The school's Administration Manager will organise and arrange the clubs timetable..

The school's Administrator will assist with Parentpay bookings and payments and general enquiries.

Club Times & location

Club times will vary according to the activity and the year groups involved. Parents/carers should refer to the club letter issued at the start of each term for details of when and where the clubs will operate (including details of which weeks the club will run/not run) and where the children should be collected from. Parents are responsible for ensuring that their children are collected **promptly** at the relevant collection point at the end of the club's session.

Prices

Charges vary for clubs depending if they are run by school or by external organisations. Details of club charges will be provided on the club letter issued at the start of each term.

Payment

Payment should be made via the ParentPay online payments system. The system is very user friendly and enables parents to make payments and check all school transactions and balances. A tablet device is available in the school foyer if parents require online access to Parentpay.

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Bookings

Places for the majority of clubs are allocated on a first-come-first-served basis. ParentPay is an online booking and payment system used for school clubs. Clubs are activated on ParentPay on the same day as the Club letter is issued to parents. Each club is set with the number of places available and these will be filled as parents make their online payments. The Clubs available to your child will appear under their names on your account. (The School reserves the right to reserve places for Pupil Premium children)

Some clubs run by external providers will require a booking slip and payment direct to them via the school office. The school office will collect in these slips on their behalf until the places are full.

Club Cancellations

If a pupil no longer wishes to attend a club, the parent/carer must notify the school office, to confirm that their child is withdrawing from the relevant club.

Club Non-Attendance

If for any reason a pupil booked on a club is not attending a session and is collected at home time instead, please leave a message with school office staff so they can account for the pupil's whereabouts.

Club Registration

Children from EYFS will be collected from their classrooms by a member of club staff. Children from KS1 and KS2 will make their way to the relevant club start site where they will be met by the Club Leader who will take the register prior to beginning the activity.

Pupil Absence

Club organisers will notify the school office staff promptly after registration, if any children are missing from the register. It is important that school are informed if a child is not attending a Club session and are instead collected from school. When a child booked to attend a club, does not show up and we have received no notification otherwise, our 'Missing Child Procedures' will be followed. This results in staff firstly checking with the class teacher and contacting emergency contacts to try and locate the child. As you can imagine this takes time and causes worry for staff and disruption for the other children during club registration.

External Providers

All external Club providers are vetted carefully to ensure they have the expertise and knowledge to run the club and have had DBS clearance. (Otherwise they require supervision) External Providers will be given a school induction to ensure they are familiar with school Health and Safety procedures. External providers will not usually be required to collect any pupil data as all pupil information is available in school. School has a large number of First Aiders on the staff team and a Senior Leadership member and Safeguarding Designated Lead is always on duty until 6:00pm in case a Club Leader requires any assistance.



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School Policies

All school policies including Health & Safety, Safeguarding, Supporting Children with Medical Conditions, Behaviour Policy etc will apply to the extra-curricular clubs that take place. A Senior Leadership Member will be on the school premises at all times.

