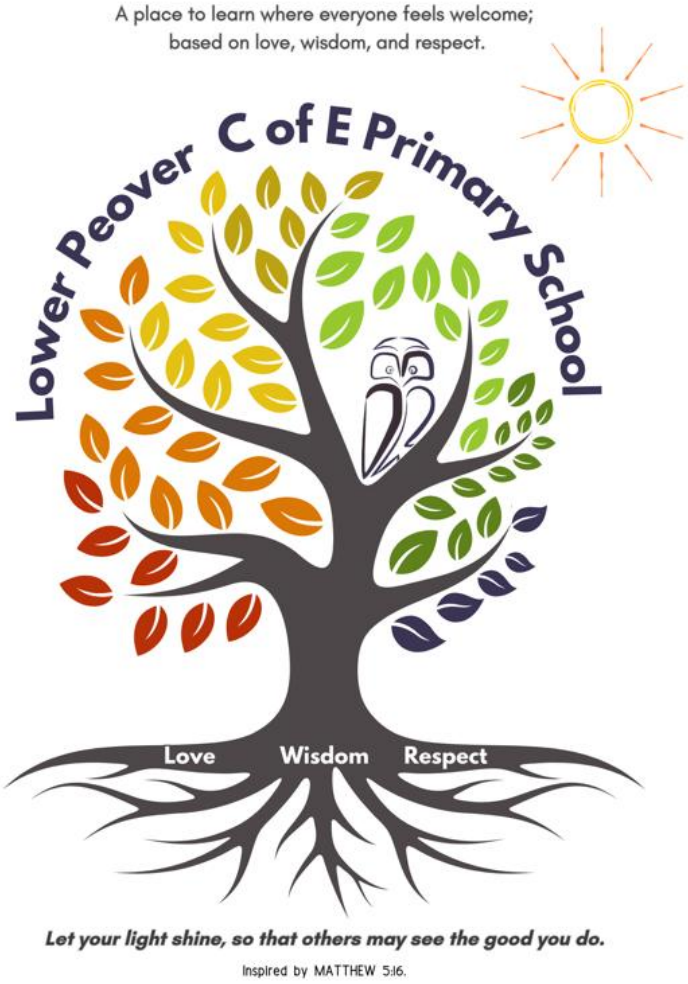

After School Clubs

Review Date:	**October 2027**

Rationale

At the heart of our ambition for Lower Peover 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 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 and we are excited to offer a wide range of clubs from singing to sport. All are rota' d throughout the academic year.

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?

Some clubs are delivered by members of staff who have a passion for, and expertise in, specific subjects. They are very generously offering their time, after school.
Other clubs are delivered by expert and specialist third parties.

CLUBS OFFERED

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including Football, Multi Sports, Basketball, Band, Choir & Craft.

You can hear about the school clubs on the school website or the weekly newsletter.

GENERAL PROCEDURES

The headteacher is responsible for managing the after-school club service and works closely with our School Business Manager, all staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun, and high quality after-school club service.

ORGANISATION OF CLUBS

- After-school activities usually run from 3.30-4.30
- A new programme of clubs is offered for each half term of each school year.

START DATES

All clubs will have start and finish dates

REQUESTING A CLUB PLACE (School Led)

Requests for a place at a club are made by a survey using Spider.

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 club organiser has not been reliably informed, the club organiser will send a child to the school office with the register and office staff will attempt to contact a parent by phone.

ABSENCES

Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This should be done via email through the school office or directly to our official wraparound provider.

ATTENDANCE

It is expected that a child will commit to a half term or term's membership of a chosen club (e.g. Autumn, Spring, Summer). Parents are requested to inform the school office if their child wishes to leave the club before the end of term.

CANCELLATION

A club should only be cancelled after discussion with the Head Teacher or Business Manager. Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader. On very rare occasions where it is necessary to cancel a club:

Parents will be notified, in advance, of any session that needs to be cancelled.

- If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will notify parents, and the children will follow the arrangements agreed with parents. Parents/Carers must ensure the school is provided with an up-to-date telephone number.
- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club organiser will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different.

SUPERVISION AND SAFETY

The club leader will ensure that all children leave the building safely as per the arrangements agreed with parents.

- Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club leader is responsible for the supervision of siblings during the club session.
- A 'first aider' will always be on school premises for the duration of the club session.
- In case of fire, the children will be led on to the school field where the club leader will check the club register.

COLLECTION OF CHILDREN

- Activities are planned for the full duration of a club; sessions will often end with some 'tidy-up' time; therefore, parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances.
- Parents/Carers should ensure they collect their children promptly at the end of an after-school club from the front of school.
- 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

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.
- Outside providers of clubs operate their own charging policies. On allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility. In some cases, a subsidy might be made available at the discretion of the Governing Board.
- Where outside providers are charging parents, the costs to be incurred will be made clear before parents agree to children attending the club.

PAYMENT

Externally run clubs: Where a charge is made for a club run by a private organisation, payments should be paid directly to the organisation running the club; charges and all payment details are given within the termly club offer.

Staff led clubs: Payment is required in advance of the start date via ParentPay

BEHAVIOUR

We expect all children to behave in an appropriate manner, and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to a member of the Senior Leadership Team.

HEALTH & SAFETY CONSIDERATIONS

Prior to starting a club all external club leaders are given an Induction Pack which includes policies relating to after-school clubs, health and safety, first aid procedures in school, and child protection. This is explained and talked through by the School Business Manager.

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

All club leaders 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.
- They have up-to-date permission from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the School Business Manager, the appropriate risk assessment for their club.
- A full register of all children attending a club is maintained for each session.
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- 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 and should inform the school office of any child who is regularly collected late. This could result in a child being prevented from remaining in or joining a club.

SCHOOL LEADERSHIP SHOULD ENSURE THAT

Enhanced DBS Checks are completed on all club leaders and details are recorded on the school's Single Central Register.

- External providers for coaching sports activities provide copies of their qualifications.
- Club leaders are 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 clubs are taking place.

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 Head Teacher or School Business Manager in the first instance.