

Coleham Primary School



Extra-Curricular After School Clubs Procedure

Date of Policy: March 2021

Coleham Primary School Procedure

Information for parents/carers

Introduction

At Coleham we aim to provide an excellent programme of extra-curricular and enrichment activities. After School Clubs are not provided for childcare reasons (although we understand some parents may use them to ease this). It is important that we give opportunities to all pupils to learn new skills, enhance their talents, and increase their independence and social interactions. Ensuring that pupils are resilient, well rounded individuals equipped with skills for later life is part of our school ethos.

Aims

- To offer a wide range of activities, appealing to all ages and creative interests and to engage and stimulate the children and foster their independence and self-esteem.
- To build pupil's resilience, learning new skills and 'having a go' at things that might be outside their comfort zone.
- To change the club offerings each term to match the season, children's fascinations and curriculum focus in school.
- To seek pupil voice in contributing to the selection of new clubs and giving us feedback.
- To provide a happy, welcoming, safe and secure place where all children are valued.

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. The Club Schedule will be sent out first and then we release the Club Bookings (via Parentpay and External Club provider letters) a short time after. This gives parents/carers time to talk to child(ren) about which clubs they might like to do. Clubs generally run for short blocks. This makes clubs more affordable for families, allows access to more children and means children can try new clubs without being tied in for too long.

Organisation

The school's Business Manager will oversee the Clubs, health & Safety arrangements and deal with any parental concerns. The school's Administrator will organise and arrange the clubs timetable and assist with Parentpay bookings and payments and general enquiries.

Club Times & location

Club times will vary according to the activity and the age of the year groups involved. Parents/carers should refer to the Club Schedule issued 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. The Schedule also details the meeting point for the children to meet the Club Leader. 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



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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. Prices are reviewed to ensure they are affordable and offering good value for money for the activity. Any change in prices must be approved by the Headteacher.

Payment

Payment should be made via the ParentPay online payments system for clubs ran by school or by bank transfer for clubs ran by external providers.

Bookings

Places for the majority of clubs are allocated on a first-come-first-served basis. Clubs are released on ParentPay. 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 children will appear under their names on the Parentpay account. Clubs run by external providers will require confirmation and payment direct to them

Pupil Premium

It is important that PP children are given priority to extra-curricular activities. The School reserves the right to issue places for Pupil Premium children in advance of general release. The school Administrators will contact PP parents to book their children onto clubs before general release.

Registers

An Excel Register will be set up in advance and the Administrators will populate this with the children attending. Club Leaders will keep their own paper records. If any children are not present they will inform the school office (1 for H&S) (2 to record the absence on the spreadsheet for covid-19 reasons)

Popularity

We offer a wide variety and volume of clubs to ensure that our children are able to develop their talents and have a go at new activities. **To ensure a fairer process, we request that parents do not re-book their children onto the same clubs as last term or book more than 1 club per child, to give other children a chance to experience them.** Sometimes certain clubs are very popular, where clubs are in high demand we may restrict access on Parentpay or via the external provider to the pupils who attended last term, in order to give other children a chance to experience them. We are not able to do this for every club or hold waiting lists as the administration involved would not be manageable. We are unable to cap the number of clubs per child on Parentpay but we do monitor this and will speak with families if needed.

Lunchtime Sports Clubs

Due to the popularity of Mr Venn's sports clubs, lunchtime clubs have been introduced from January 2020 to give further opportunities to pupils. Mr Venn will run a club each day for year 2, 3, 4, 5 & 6 children. Mr Venn will organise this directly with the children and will vary the sports and rotate children regularly to ensure everybody has a chance to attend.

Club Cancellations



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If a pupil no longer wishes to attend a club, the parent/carer should 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 are either collected by the club Leader or older children may meet the club Leader outside. Club Leaders must take the register prior to beginning the activity.

Refunds

These are not generally offered. Any refunds requested are approved by the Business Manager.

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. 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 5:45pm in case a Club Leader requires any assistance.

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.

Procedure Review	
Created	April 2019
Amended	Jan 2020 - Minor changes to 'Bookings' & 'Popularity'. New lunchtime clubs added.

