



St Nicolas and St Mary CE Primary School

Extra-Curricular Clubs Policy

Drafted: December 2017

Approved: January 2018, January 2020

To be reviewed: January 2024

*Journey together,
guided by God,
to do the best we can.*

Statement of Intent

The governing body and staff acknowledge the benefits that attendance of Extra Curricular clubs at school can give to pupils including the opportunity to explore new interests, make a contribution, build self-esteem, adopt a healthy lifestyle, develop team working and build friendships outside of the classroom. This policy sets out the school aims in delivering the clubs in a fair and effective way that is beneficial to pupils whilst being manageable for school staff and clear for parents and carers.

This policy applies to:

- extra-curricular 'School Led Clubs' run by school staff or volunteers
- extra-curricular 'External Provider Clubs' run by external agencies

This policy does not apply to:

- wrap-around childcare provided before and after school through the Octopus and Starfish Clubs
- holiday clubs run by external agencies during school holidays and inset days

Management of Clubs

Club Delivery: 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 or during their lunch hour. Other clubs are delivered by volunteers from our local community (also generously free of charge), and some are provided by expert and specialist third parties.

Communication: The best place to find all the information you need about clubs is to refer to the school website and follow the 'Clubs & Activities' link from the home page.

Dates: All clubs (internal or external) will run on the same weeks. Generally, clubs will begin during the second full week of term. Clubs do not run on the last week of the term. Dates will be published on the school website.

Times: Clubs will take place either during lunchtime or straight after school. Finishing times for clubs taking place after school will be published on the website but are generally between 4.15 and 4.30pm.

Variety of Clubs: Staff will offer a variety of clubs according to their skills and knowledge. External agencies may apply to hire space at the school to offer additional clubs which will complement those offered by school staff. A description of all the clubs can be found on the website.

Age Range: The majority of clubs will have a year group range to suit the activity and to allow everyone to get the most from their time at the club.

Maximum Numbers: Numbers are monitored to ensure the safety and enjoyment of all pupils.

Membership:

School led clubs: subscription will generally be opened at the start of each new term, with the exception of a small number of clubs which will not accept new members in the spring and summer terms. Pupils and parents/carers are advised when membership is open. Some clubs operate a drop-in system whereby children turn up when they want to take part. Some clubs e.g. KS2 sports clubs after-school operate a registration system, whereby children put their names down to join. Once the deadline has passed, club members are selected. Whilst we are unable to provide every child with a place at a club, we will endeavour to ensure that as many children as possible have access to at least one of their requested clubs. Therefore, whilst the registration process is largely random we will intervene as necessary to try to achieve this aim. The selection process will be as follows:

- children who have a particular need or circumstance that would benefit from membership will be allocated a place;
- names will be picked at random for the remainder of the places;
- we may redistribute places to ensure as many children as possible have access to at least one requested club;
- consideration will be given to siblings;
- consideration will be given to those children who applied in the previous term(s) but didn't get a place at that time and have been on the waiting list
- places at second, third clubs etc. will be allocated once as many children as possible have been allocated one club.

External Provider clubs: membership will be managed by the external agency according to their own membership policy.

Waiting lists: A record will be kept of all children who have applied for a place at a club. If a place becomes available during the term the club organiser will advise if the place can be offered to another child. In some cases where the children are midway through a project/learning a new skill, it may not be possible to offer the space to another child. If the place can be offered out the selection process will follow the same steps as for the initial membership. Children on the waiting list will be prioritised if they apply for a place for the club again the following term.

Cancelling Membership: As places at many of the clubs are in demand, if your child decides that they do not wish to continue with the club, they should advise the office/club leader as soon as possible so that the place can be offered to another child if appropriate.

Clubs Board: There is a clubs board in school for children to access information about their club.

Attendance: As places at many of the clubs are in demand, it is expected that a child will commit to a full term's membership. If your child does not attend for three weeks in a row the place may be offered to another child (unless there are exceptional circumstances).

Absences: Parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done by sending a note or email to the office for the attention of the member of staff running the club. External agencies should be contacted directly."

Collection from clubs: Parents/carers are expected to pick up their child/children promptly from the club they are attending from the gate adjacent to the school office. Children will collect their bike/scooter prior to coming to the gate. 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. 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.

Cancellations: At times it may be necessary to cancel clubs for school events, for training or at short notice due to illness or adverse weather. Cancellations that are known about in advance will be published on the school website. If clubs that take place after school need to be cancelled at short notice, parents/carers will be notified by text and the school will follow normal procedures at home time for dismissing children according to permission slips. Parents/carers should check the school website for club dates and cancellations and make sure the school office has up to date contact details.

Behaviour expectations: All children attending clubs are expected to adhere to the school's behaviour expectations. If a child does not adhere to these expectations, they may be asked to miss a week or leave the club. In such cases no refund will be offered if applicable.

Charges: Many clubs are provided voluntarily by teaching staff and/or volunteers using school resources, in which case there may be no charge or only a small charge to cover the cost of materials. Other clubs are provided by support staff or external agencies and there is usually a charge for this (charges for school led clubs may be waived for children in receipt of pupil premium). Information about charges is available on the website. Clubs operated by external agencies have their own charging policies.

Payment: Where a charge is made for an external provider club, payments should be paid directly to the organisation running the club. Any charges made for school led clubs should be paid termly, prior to the commencement of the club via the online payment system.

Refunds: This section only applies to school led clubs where charges are made. Where charges are made and the club goes ahead refunds will not be given if your child is unable to attend. If the club is cancelled by the organiser for one or two sessions, but the resources for which the charges have been made are still used during the course of the term, then no refund will be given. Where there is a weekly charge to cover the cost of the organiser's time and the club is cancelled, a refund will be given.

Starfish Club: children who have been booked into childcare after school will attend the Starfish Club once the school led club or external provider club they have been attending has finished. There are no financial reductions for the Starfish Club for those children attending a club beforehand.