

# Victoria and Ebor Gardens Primary Academies



## After School Clubs

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## **Introduction**

Victoria and Ebor Gardens Primary academies are committed to providing a broad, balanced and effective education for all the children who attend our schools.

## **Aims of school clubs**

We aim to provide extra, high quality teaching and coaching opportunities for children during and after school hours. This allows the children to further develop their social, emotional and educational skills.

Children will:

- Have greater understanding of health and fitness and opportunities to opt for physical activity to encourage a healthy lifestyle, when attending sports clubs.
- Learn and develop new interests, skills and talents eg. singing, music, cookery, art etc.
- Show a desire to improve and achieve in relation to their abilities and aspirations.
- Develop the appreciation of the concept of fair play, team play, honest competition and good sportsmanship when attending sports clubs.
- Understand safe practice and develop a sense of responsibility.
- Promote self-esteem through physical competence and learning new skills.

## **Activities that are available and the selection process**

The school provides excellent extra-curricular activities delivered by staff and by outside specialists who are fully DBS checked. All clubs are provided free of charge to parents/carers, with any costs incurred through outside specialists borne by the academies with the exception of a small number of clubs which parents may have the opportunity to access via school introduction. The range of clubs aim to offer children the opportunity to perform in both competitive and non-competitive games and educationally learn new skills. Places will be offered based on the club's suitability to the age group which will be detailed on the club offer letter. It is our aim that sufficient places will be available to enable all pupils to attend their club of choice though we can offer no guarantees or assurances. Very popular clubs may be subject to a waiting list with places allocated for a term before other pupils are given the opportunity to attend; however places allocated on this basis will be clearly notified to parents when club allocation letters are sent.

Places will be allocated on a first-come, first-served basis so parents/carers are encouraged to apply for a place online as soon as possible.

It is our expectation that pupils attend their chosen clubs consistently and parents are asked to encourage a child whose interest is wavering to continue to attend. Should attendance remain an issue for a particular child, parents are asked to speak with staff to resolve the matter. If a child continues to fail to attend without due conversation with parents, we may take the decision to remove the place from a child – a decision which would be communicated in writing. Please note - pupils who withdraw from or lose a place in a club will not be able to resume their place later in the term, as their place is likely to be allocated to another child with immediate effect.

## **General Information for running a school club**

- All parents/carers need to apply online for club places.
- Children are expected to listen to the club leaders and follow instructions. If a child is unable to stay on task and follow the normal parameters of our behaviour policy, then they may have to be removed from the club and the club leader will notify parents of the incident leading to withdrawal that same day. Children will be given an opportunity to improve their behaviour before this action would be taken, but parents should be aware that persistent breaches of behaviour may lead to the offer of a club place being withdrawn.
- The school office manages all administration and registers for school clubs. A register should be taken in order to monitor attendance and to ensure that all children are accounted for in the event of an

emergency or fire alarm. Copies of these registers are also kept by the school for data purposes and ensuring that all children get an opportunity within their year to attend their chosen club.

- In the event of a fire alarm, the club leader is responsible for ensuring that the children leave the building by the nearest fire exit and assemble at the designated assembly point. Once assembled, the register should be used to ensure that all children are accounted for.
- Parents/carers should be aware where and when to collect their children after the club has finished and are asked to collect children promptly at the end of the designated club time. Please note that all usual collection arrangements apply – all pupils must be collected by an adult designated on the school contacts information, with the exception of pupils in Y5 and 6 who are allowed to walk home alone if parents have provided written consent to do so.
- Children should wear appropriate clothing, where necessary e.g. PE kit, and are advised to have a water bottle with them throughout sporting after-school clubs.
- Parents/carers will be given reasonable notice before an event or competition associated with the club and, wherever possible, should be invited to attend.
- We aim to offer clubs for 34 of the 39 weeks in the school year – exceptions being the weeks in which there are Parent Consultation meetings with teachers leading clubs, and the week before schools break up each term (for Christmas, Easter and the Summer holiday.)
- Every effort will be made to ensure that clubs are not cancelled and we guarantee there will be no same-day cancellations. In order to offer this guarantee, parents must accept that pupils may be asked to join another club in exceptional circumstances. If a club must be cancelled or withdrawn, we will advise the parents of the child in writing as soon as possible.

### **Accident procedure**

If an accident occurs, the club leader or assistant will notify with school staff and request a First Aider to attend, where necessary. First aiders are on site for the duration of all school clubs and would take appropriate actions to ensure the child's injuries are attended to. The incident will be recorded including the time and what happened by the club leader/First Aider, who will also inform the parent of the event when the child is collected.

### **Collecting children after a club**

Any child not collected on time at the end of a school club will be brought to the school office where the club co-ordinator will contact parent/carer and wait with the child until they are collected.

### **Queries, concerns or complaints**

If at any point parents/carers have a query or cause for concern relating to an after-school club their child is attending, they should raise it with the school office in the first instance. Office Managers will ensure the appropriate person gets back to you to resolve matters as quickly as possible.