



# Orchard Learning Trust

## Before and After School Clubs Policy – September 2018

Together We

Inspire    Enjoy    Achieve

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## 1. Introduction

At Godmanchester Bridge Academy 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.

## 2. Aims

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 e.g. singing, music, cookery, art
- 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

## 3. Available activities and the selection process

The school provides excellent extra-curricular activities such as netball, choir, Discovery club and Bookworms Art club delivered by staff and many activities delivered by outside specialists who are fully DBS checked. Clubs that are run by an outside organisation may incur a cost, however any costs are kept to a minimum. The range of clubs aims to offer the 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. Places will be allocated to ensure that all children have the opportunity to attend the club of their choice at some point during the academic year. Some clubs will be aimed at a specific audience and targeted children will receive an invitation from the school to attend.

## 4. Information for running a school club or competition

- All parents/carers need to complete and return the request form together with payment if required or register online as appropriate.
- The school office manages all administration and registers for school clubs. Registers need to be completed before first meeting.
- The school office will confirm offer of a place with the parent/carer
- 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 to attend clubs.
- The register must be sent to the school office immediately after registration with a blue absence slip to report any unexpected absence.
- The school office will follow up all unexpected absences.
- The office staff and Head of School are responsible for ensuring that all club leaders are aware of the school emergency and administration requirements and who their emergency contact is.
- The club co-ordinator is responsible for setting up each club's emergency contact and providing suitable cover if the designated person is unavailable.
- Parents/carers should be aware where and when to collect their children after the club has finished
- Children should wear appropriate clothing, where necessary e.g. PE kit
- Parents/carers should be given reasonable notice before an event or competition
- If a club has to be cancelled before or on the day, we will advise the parents of the child as soon as possible
- Children are expected to listen to the club leaders and follow instructions. If a child is unable to follow the given instructions, then they may have to be removed for health and safety reasons. Children will be given an opportunity to improve their behaviour before this action would be taken
- Children should be handed over to their parent/carer at the end of the club unless there is written permission for a Year 5/6 child to be sent home independently.

## 5. Additional Information for External providers

- All external providers to send a register in advance of the first club to the school office.
- The providers to inform us each week if there are any changes to be made to the register.
- External providers have to follow school safeguarding procedures and demonstrate they have completed a basic child protection course.
- They must monitor the children at all times.
- The provider is responsible for the behaviour of the children in their club.
- The provider is responsible for keeping the area they have used tidy and leave them as found including toilet areas.
- The provider to arrive no more than 10 minutes before the start of the club to avoid congestion in the office area.

## 6. Responsibility of Parent/carers

- Parents/carers need to inform the school office if they have registered their child at an external club.
- Parents/carers need to provide written details of normal collection arrangements and clearly state if they are allowing their Year 5/6 child to walk home independently.
- Parents/carers to inform school if their child is not attending the club for a session.

## 7. Responsibility of class teacher

- The school office will send registers for after school clubs to all class teachers.
- Class teachers need to record which children are attending which clubs. -
- Class teacher to ensure the children are safely delivered to the club.

## 8. Accident Procedure

If an accident occurs, the club leader will make contact with the school office and will establish what assistance is required. First aiders are on site for the duration of all school clubs. The club leader will then supervise the pupils, whilst a qualified first aider, attends to the injured child's needs. The incident will be recorded including the time and what happened. The club leader will inform the parent of the event, when they are collected. If the child is unable to continue the club, the club leader will decide whether to contact the child's parents by phone to be collected early or get them to sit quietly until the end of the class.

## 9. Collection of 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 leader will contact parent/carer and wait with the child until they are collected.

## 10. Policy Review

The before and After School club policy will be reviewed by the senior management team and up-dated where necessary.

<b>Policy Details</b>	<b>Date</b>	<b>Name</b>
Policy approved by Senior Management:	Oct 2018	Claire Wood
Policy approved by Senior Governor	Oct 2018	Caroline Crowther Light
Date of next review:	<b>Sept 2020</b>	

### **Policy Section: Section 1A – Curriculum Policies (Pupils)**

Policy reference: GBA – 1B/ 21 BAS