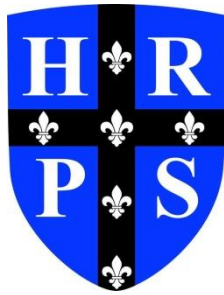


Holy Rosary Catholic Primary School



Extra-curricular Clubs and Activities Policy

“Building loving hearts and strong minds in union with God and each other.”

This code of conduct has been approved and adopted by the Governing Body on 18th May 2017 and will be reviewed in May 2018.

Signed by Chair of Governors:

Cecilia Emery

Mission Statement

We, at the Holy Rosary Catholic Primary School, work together to provide our children with a happy and secure environment in which they develop spiritually, academically and socially, based on the values and teachings of the Gospel.

Our offer

The children at Holy Rosary Catholic Primary School have a core entitlement to a full curriculum and wherever possible, we make this broad, interesting and relevant. However, there are areas of learning that are not within the scope of the usual school day but which we recognise as being beneficial to our children. We aim to offer these extra 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. Our aim is, in each academic year, for 100% of pupils to attend an extra-curricular activity.

The Aims of the Policy

- To enable children to sample from a range of activities.
- To enable children to have fun and enjoy a broad range of activities.
- To enable children to extend their enjoyment of particular areas of learning through more in depth study and activity.
- To encourage children to develop friendships between age groups, and work together cooperatively.
- To set out safe practice.

Procedure

We aim to inform parents about clubs taking place in the half term prior to the club beginning. Where this is not possible, parents will be informed within the first week of the term.

Our extra-curricular activities fall into the following categories:

- **Lunchtime Activities by School Staff**

These normally run for 30 minutes of the child's normal lunchtime break.

- **After School Activities by School Staff**

After school activities run by school staff will be at the discretion of that member of staff involved and parents will be informed of timings and options.

- **After school Activities Provided by Outside Providers**

Activities provided by outside providers will be at the discretion of the provider and parents will be informed of timings and options.

- **Offsite during school events supported by School Staff**

Events that take place offsite during school time – at least 2 members of staff will support each event. The school operates ratio of 1:6 (KS1) and 1:8 (KS2) at these events. Parents will transport children to and from the event, unless transport is provided by the school.

- **Offsite after school events supported by School Staff**

Events that take place offsite during school time – at least 2 members of staff will support each event. The school operates ratio of 1:6 (KS1) and 1:8 (KS2) at these events. Parents will transport children to and from the event.

After school Club Procedures

After school activities usually run from 3.30pm – 4.30pm. Letters will be sent at least one week before the start of the club and permission slips must be completed prior to any child attending a club. A register will be kept of children attending with contact details.

An up-to-date list of current clubs will be available to parents on the school website and notice boards. A member of school staff will be available for the duration of clubs in case of emergency and also to ensure that all children have safely exited the premises at the end of the club. All club staff must have an enhanced DBS check and these must be logged on the school's register. If an afterschool club is cancelled, office staff should be informed as soon as possible so that arrangements can be made to contact parents so that they can come and collect their children.

Club organisers should be kept informed of any child who is unable to attend the club on any given occasion and they should also alert the office if any child does not attend and is not accounted for.

Extra-curricular Activities

There will be a maximum number of places on offer and school reserves the right to withdraw the privilege of attending a club should there be a breach of rules by child or parent. A selection of clubs, run either by school staff or external providers, will be offered and children will be given the opportunity to attend.

Transport

Parents will be required to transport their children to and from events. The school will not organise transport for pupils with other parents. It is the responsibility of the parent to make the appropriate arrangements. Teachers will not transport pupils in their own vehicles unless it is an absolute emergency. Occasionally, the school may arrange coaches to transport children to and from events. Where this is the case, parents will be asked to contribute toward the cost.

Equal Opportunities

Clubs are advertised to all children, where barriers to children participating exist, we try to overcome these by:

- Running lunchtime clubs for those children who have difficulties staying after school.
- Ensuring a member of school staff is always on site to support children with special needs should an issue arise.
- Addressing any other special needs that might require adaptation of the school environment.
- Each child will be offered the opportunity to attend a club.

All club leaders are required to keep a list of children with special needs and health issues. Special arrangements may need to be made for these children in discussion with the school leadership team.

Our aim is for 100% of pupils to attend an extra-curricular club in each academic year. Therefore, when letters are sent back to the office, any children who have not yet attended will have priority. This will be checked against the schools extra-curricular register. After this process has taken place, all the remaining pupils will enter a ballot (if the club is subject to maximum numbers). This ensures the process is fair for all.

Charges for clubs

The cost of clubs is kept to a minimum and usually run without charge. Some clubs run by school staff may charge for the cost of consumable items, e.g. a charge for each cookery session to cover the cost of ingredients. However, any parent who would like their child to attend a club but is unable to for financial reasons can approach the school, which will consider their application sympathetically and may be able to offer support. Outside providers of clubs operate their own charging policies. On allowing the 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 body

Links to other policies

All staff and outside providers are expected to adhere to the following policies in relation to extra-curricular clubs and activities:

- Safeguarding
- Child Protection
- Mobile Phone
- E-Safety
- Media