

## Extra-Curricular Activities Policy

### **Introduction**

This policy statement should not be read in isolation but in conjunction with all other school policies. Particular attention should be paid to the school's aims, safeguarding policy, the behaviour policy, the equal opportunities policy and the health and safety policy.

At Forest Park School we work hard to create a balanced curriculum which has breadth as well as depth. The school has a strong tradition of sporting participation, a range of music and performing arts activities and a variety of extra-curricular clubs. At the time of writing this policy, members of the teaching staff run extra-curricular school clubs. Clubs are also run by external staff as and when required.

High quality clubs and activities are an essential part of school life. They provide opportunities to enrich children's experiences beyond the curriculum and an excellent medium to foster good relationships between teachers and pupils. They develop children's social skills by providing a forum for interaction between pupils of different ages and schools.

Clubs and activities should promote a positive attitude towards school and help to develop the school's relationship with parents. They may also help children to channel their leisure time constructively.

At Forest Park School we aim to give children opportunities to:

- Participate in a variety of clubs
- Safely enjoy well organised clubs
- Be involved in competitive activities which take place in a friendly and sporting atmosphere
- Make an active contribution to the school through their participation
- Develop and extend their skills

### **Implementation**

- All after school clubs and activities must adhere to the following procedural and safety guidelines:
- Any teacher intending to begin a new club must consult the Headteacher for approval.
- A new list of clubs will be co-ordinated by the Headteacher at the beginning of each term.
- Efforts will be made to ensure that children in each year group have a variety of clubs from which to choose.
- A list of children who are taking part in each club will be kept by the organiser of each club and the out of school activities coordinator and communicated to the Headteacher.
- All parents must complete relevant documentation giving permission for their child to attend a club. Parents must be informed of the finishing time for the club.
- All clubs must finish promptly at the specified time. The teacher in charge has the same duty of care as at the end of the school day. If a child is regularly not collected on time at the end of a club, this child could be prevented from remaining in or joining additional clubs.
- A register will be taken at the beginning of each club and returned to the office.

- Any pupil who persistently misbehaves or disrupts a club will be removed from the register and parents will be informed.
- If a child wishes to withdraw from a club they must ask their parents to contact the school.

A club should only be cancelled after discussion with the Headteacher. Where possible, parents will be given 24 hours written notice. If 24 hours written notice is not possible, parents will be contacted by telephone. If they cannot be contacted by telephone, children should be properly supervised at school until the usual ending time for the club.

No child should be taken off site unless the usual off-site procedures have been followed. The forms for taking children off-site should be given to the Headteacher two days in advance.

Clubs will not run for the first week of each term or the evenings of parents' evenings or school productions. If a member of staff intends to use adult volunteers to help run a club they should consult the Headteacher ensure that they have been CRB checked.

All parents or other adult helpers should be supervised by the teacher in charge.

### Information for parents/carers

Details of extra-curricular activities available are sent home to parents prior to the commencement of each term. Most activities are available for children from Year 1.

- To comply with OFSED regulations no child may attend a school club or activity without written consent from the parent/carer. It is imperative that children are registered for **all** activities by the first day of term. Permission slips are kept until the club ceases to operate. This procedure will be repeated at the beginning of each academic term.
- Payment must be received with the booking form. Please ensure the correct payee details are entered on cheque payments. Telephone bookings will not be accepted.
- Details of club commencement date and duration of courses will be provided each term.
- Once consent has been received children are expected to attend the club or activity on a regular basis.
- If for any reason a child cannot attend, a verbal or written message to Mrs Ronan is required.
- If the school needs to cancel a club then:-
  - A written memo will be sent home with children or parent text/email will be sent. Where ever possible information will also be provided in the weekly Link up.
  - If we have to cancel a club or activity on the day that it is to be held (perhaps owing to bad weather or staff absence) parents will be contacted by telephone. If any parent cannot be contacted the child will remain on the school premises under the supervision of the member of staff responsible for the activity or placed into late stay.
- We do not expect children to remain on the school premises for an unreasonable amount of time after the club or activity has finished. Should this happen children will be booked into late stay.
- Staff are responsible for children until they are collected, staff will only hand children over to parents unless written details for collection have been given to Mrs Ronan.
- Early morning activities - parents should supervise their children onto the school premises to be handed over to the teacher. As we cannot guarantee any staff presence no child should be left on school premises prior to 8.00am.