



Thaxted Primary School

Policy for Extra-Curricular Clubs

Policy Date: Autumn 2020	Review Date: Autumn 2022	Responsible Person: Headteacher In Conjunction with: Business Manager
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At Thaxted School, we believe that extra-curricular clubs that take place after school and at lunchtime can help to enhance a child's learning and enjoyment at school. They can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter.

To enable Extra-Curricular Clubs to run as safely and enjoyably as possible for all concerned, the following guidelines have been introduced and the policy set out below.

At the start of each term, all parents will receive a full listing of clubs. They will be able to register their child at a chosen club using Parentmail. Some clubs will have limited spaces. If the number of children wanting to join a club exceeds the limit, a waiting list will be set up and membership will be restricted to half a term. Minimum numbers will apply for clubs to continue to operate. In the case of clubs that require a payment, this will need to be made at the same time of booking to secure a place.

1. RESPONSIBILITIES OF THE CLUB

- A register is taken at the beginning of each session. The office will be notified of any children that are missing from the register so that their whereabouts are confirmed. This will normally require a phone call with a parent.
- Children are appropriately supervised throughout the period of their attendance and at the end of Club meetings.
- Acceptable behaviour is promoted by children who consistently set an excellent example to others.
- Club organisers MUST familiarise themselves with school procedures for dealing with illness or injuries and ensure they follow this procedure. Office staff will let club leaders know if there are medical issues they need to be aware of.
- In case of fire, the children will be led on to the playground where the club organiser will check the club register.

2. RESPONSIBILITIES OF THE PARENTS

- Enrol their child/ren by Parentmail to a Club of their choice, for a minimum of half a term.
- For older children, provide the school with clear instruction whether children can walk home alone or are to be collected.
- Ensure that their child/ren are collected **promptly** at the end of the Club and inform the Club leader when they leave with their child.
- Inform the school if their child is unable to attend the Club.

3. RESPONSIBILITIES OF THE CHILDREN

- Tell the Club leader if they need to leave the room/field/garden area for any reason.
- Behave in the same way that would be expected of them during normal school hours.

4. RESPONSIBILITIES OF THE SCHOOL

- Ensure that there is a member of staff present on the school premises during all Club activities.
- Ensure that all Club staff have undergone the necessary checks for suitability to be involved in a Club for children.
- Ensure that Public Liabilities insurance is in place to cover the approved activities that are organised for extra-curricular clubs.

5. GENERAL BEHAVIOUR

Failure to attend a club for more than two weeks with no explanation will result in the child's place being withdrawn.

If behaviour of a child at a club is deemed unacceptable and improvements in behaviour are not seen over time, the child may be asked not to attend future sessions and their place offered to children on the waiting list.

If the behaviour of the child is deemed unsafe they will be removed from the session immediately.

6. CANCELLATION

Parents will be notified, with as much warning as possible, of any sessions that need to be cancelled. If a session needs to be cancelled on the day itself e.g. due to the unexpected illness of the club leader, the school will notify parents by phone.

Should a session be cancelled at the last-minute e.g. due to adverse weather conditions, the club organiser will supervise the children until all have been collected/allowed to walk home, in agreement with arrangements made by parents.