

St Andrew's CEVC Primary School, Great Yeldham

# After School Clubs Policy



Written by Maria Trappitt in January 2011

St Andrew's CEVC Primary School  
Church Road  
Great Yeldham  
Halstead  
Essex  
CO9 4PT

## **Rationale**

At St Andrew's Primary School, we believe that After School Clubs can help to enhance a child's learning and enjoyment at school. It can help children to acquire and develop new and existing skills, and can expose children to activities that they may not otherwise encounter. As a result of this, it is the expectation of the head teacher and the governors' that each teacher will lead one after-school or lunchtime club.

To enable After School Clubs to run as safely and enjoyably as possible for all concerned, new guidelines have been introduced and the policy set out below has been drawn up. Children wishing to join clubs must have a slip signed by their parents to enable them to take part. 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.

## **Clubs Offered**

- At the start of each year in September, all parents will receive a full listing of clubs, procedures to follow and permission slips.
- At the beginning of each term, any new clubs will be announced during whole school assembly and detailed in the school newsletter.

## **Joining Arrangements**

- Children who are interested in joining any of the clubs will take a permission slip home and return it, completed and signed, to the staff member in charge. The permission outlines for parents the following information.
  1. Staff in charge
  2. Day and time
  3. Venue
  4. Arrangements should the club be cancelled last-minute
  5. How to withdraw a child from a club

## **Start Dates**

All clubs are expected to start the second week of term at the start of the Autumn, Spring and Summer term and the first week back after the half-terms.

### **Registration**

A register will be taken by the staff member in charge. The register will clearly record whether the child is present.

### **Attendance**

It is expected that a child will commit to two terms' membership of the chosen clubs (e.g. Autumn, Spring, Summer). Parents are requested to inform the club organiser in writing if their child wishes to leave the club before the end of term.

### **Absences**

Parents are requested to inform the club organiser in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the club organiser or by 'phoning the staff in the school office who will then pass on the message.

### **Cancellation**

Parents will be notified, in advance where possible, of any sessions that need to be cancelled. If a session needs to be cancelled on the day due to poor weather conditions and these conditions prevail until 1.00pm, then the outdoor club will be cancelled. Parents will be informed of these arrangements when signing on for the club. Other cancellations e.g. due to the unexpected illness of the club leader the school will notify parents by phone or the school will expect parents to follow the procedures agreed by parents on the permission slips. 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 children have followed the arrangements agreed with parents.

### **Supervision and Safety**

The club organiser will ensure that all children leave the building safely as per the arrangements agreed with parents. Siblings of children attending clubs are to be collected as usual at the end of the normal school day. Neither the school nor the club organiser is responsible for the supervision of siblings during the club session.

In case of fire, the children will be led on to the playground where the club organiser will check the club register.

## Lunchtime Clubs

Teacher-led lunchtime clubs follow all regular school procedures. They will run from 12:30 – 1.15pm. Permission slips are not required for lunchtime clubs. Should a teacher have to cancel a lunchtime club, children should follow their normal lunchtime procedure.

## Responsibilities

The **Club's** responsibilities are to:

- Ensure that the children are appropriately supervised throughout the period of their attendance and at the end of club meetings
- Promote acceptable behaviour by children by their own example
- Ensure the health and safety of children attending the club

The **Parent's** responsibilities are to: -

- Enrol their child/ren by signed slip, to a club of their choice, for a minimum of half a term
- Ensure that their child/ren are collected **promptly** at the end of the club and inform the club organiser when they leave with their child

The **Children's** responsibilities are to: -

- Understand that the outdoor play area is strictly out of bounds after 3.10pm unless supervised by the club organiser
- Tell the club organiser 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

The **School's** responsibilities are to: -

- Ensure that a full risk assessment is carried out for all activities
- 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 during the After School Clubs

Written by Ms Trappitt **January 2011**

Shared with staff **January 2011**

Shared with Governors **March 2011**

Next review date **January 2014**