



Lapworth CE Primary School



Policy for Extra-curricular activities

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, the behaviour policy, the equal opportunities policy, the health and safety policy and the offsite activities policy.

At Lapworth CE Primary 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 activities and a variety of extra-curricular clubs. At the time of writing this policy every member of the teaching staff runs an after school club. 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 Lapworth CE Primary 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 communicated to the headteacher.

Parents of children in Key Stage 1 must be asked to sign a form 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 a club.

A register will be taken at the beginning of each club and returned to the office. If a child does not attend an activity or a club without good reason for an unacceptable number of weeks, they will be removed from the register. Parents will be informed if this happens.

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 so that we are aware that they are withdrawing with parental permission.

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.

Teacher run clubs will not run for the first and last weeks of each term or the weeks of parents' evenings.

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.

This policy will be reviewed at any time on a request from the governors, or at least once every three years.

Signed:

Date: