



# Extra-Curricular Activities Policy

<b>Version</b>	<b>3</b>
Created	September 2021
Approved by Governors	
Review Cycle	Annually
Next Review	September 2022
Source	JBu



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## 1. Ethos

At Paddox Primary School we aspire to excellence for the whole community, celebrating the strengths and unique qualities of every member of our school. This policy supports and promotes the following values:

**R**especting all who contribute to our school community

**E**ncouraging excellence and enjoyment in the academic and extra-curricular life of school.

**A**chieving high quality results, through good progress, ensuring each person is the very best they can be.

**C**aring for each other and embracing the differences that make each person special, while promoting and protecting the emotional well-being and mental health of all.

**H**ard work which fosters a life-long love of learning.

## 2. Objectives

By encouraging extra-curricular activities, we intend to:

- Increase children's range of experiences, activities and pursuits that will help them choose leisure activities for adult life
- Enable children to have fun and enjoy a broad range of activities
- Foster individual talents and interests so that children can extend their enjoyment of particular areas of learning through more in-depth study and activity
- Encourage children to develop friendships between age groups, and work together co-operatively, increase social awareness, social skills, group responsibility and empathy
- Make an active contribution to the school through their participation.
- Encourage development of a healthy lifestyle from a young age.

## 3. Implementation

School provides a vast range of activities that vary across the year, including clubs in a variety of sports, expressive and performing arts, nature and science, maths and literacy. As far as is practicable, clubs cater for a broad age range. All clubs are open to boys and girls (where there are clubs for girls only teams there are also mixed gender clubs).

Clubs often change from term to term and year to year, depending on availability and expertise of school staff and external providers. School staff volunteer their time in order to offer the vast majority of clubs for free. All clubs run by external providers have a charge. Families may be asked to contribute to the cost of an extra-curricular activity, for instance to cover the costs of resources.

A list of clubs that children can attend is sent home at the start of each academic year, the clubs are available for ALL Paddox children from Year 1 to year 6. They are age appropriate and the letter



states which year groups some clubs are open to. The children then fill out the form highlighting the 5 activities they would like to do across the year. Every child that completes a form will then be put in ONE of these clubs. All children that complete a form will have one club during the year. Clubs that are not full are then filled with children who want to attend, starting with pupil premium children. Each club, when full, will have a waiting list. If a child misses three consecutive weeks of a club they will be taken off the register and someone else will be given the place. If a child no longer wants to attend the club the office should be informed and their place can be given to somebody else, they can then ask to be added to a waiting list for another club- they are not guaranteed to get a place. If a new child joins the school they are informed of the clubs available for the remainder of the year, starting with clubs with spaces, if they wish to join an already full club, they will be added to the waiting list. They will also be informed of clubs that are provided by external providers which come with a cost.

During all extra-curricular and other after-school activities, pupils are expected to follow the REACH ethos and school rules, behaving well at all times. Parents are asked to promote and encourage good behaviour and participation, and collect their children on time. If a child’s behaviour disrupts a club they will be given a warning and parents will be informed. If they then are given a second warning they will then be taken off the club list and will not be able to attend again.

Our extra-curricular activities fall into the following categories:

- Before or After School Activities by School Staff – clubs run out of school time by school staff will be at the discretion of the member of staff involved and parents will be informed of timings before the club starts via a letter. There is usually no charge for these clubs unless extra resources are required to take part in the club.
- Before or After School Activities by External Providers – clubs run out of school time by external providers will be at the discretion of the provider and parents will be informed of timings and options at the start of each term, including charges for this provision. Children are still expected to follow the school rules and follow the REACH values at all times.

## 4. Responsibilities

The main responsibilities of the school, external providers, and parents include, but are not limited to:

School staff	External providers	Parents / carers
<ul style="list-style-type: none"> <li>• Inform parents/carers of what extra-curricular clubs are on offer. A list of clubs that children can attend is sent home at the start of each year.</li> <li>• Provide information to parents/carers of changes to</li> </ul>	<ul style="list-style-type: none"> <li>• Keep a register of all children attending and leave a copy in the school office.</li> <li>• Provide a minimum of one week’s notice if a club is cancelled (except in exceptional circumstances).</li> <li>• Be first aid trained,</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and sign the club choices form and hand in to the office before or on the date stated on the letter.</li> <li>• Pay club charges in a timely fashion (if applicable).</li> <li>• Collect their child on time.</li> </ul>



<p>dates and timings of the club, including if a session has to be cancelled for any reason. Alerts are sent by text-message.</p> <ul style="list-style-type: none"><li>• Keep a register of children attending.</li><li>• If club activities are different from normal school activities, complete an appropriate risk assessment for their club.</li><li>• Deal with any first aid incidents, including major first aid incidents on behalf of external providers.</li><li>• Promote and encourage good behaviour and participation in the club.</li><li>• Keep a register of all staff/external provider's names and addresses (both paid staff and volunteers), including details of emergency contacts.</li><li>• Collect annually from external providers: a copy of their current liability insurance policy, first aid certificate and DBS details for any staff.</li></ul>	<p>producing their certificate at each renewal date.</p> <ul style="list-style-type: none"><li>• Deal with any minor first aid incidents and inform parents/carers of these.</li><li>• Keep a register of all team members (paid staff and volunteers), ensuring they are DBS checked and complying with new regulations as of September 2012. A copy of this information will be provided to the school at the start of each academic year, or as required.</li><li>• Produce written details of their liability insurance at the start of each academic year.</li><li>• Have responsibility for safeguarding children: inform staff immediately if they have any concerns and record these on the school forms if asked.</li><li>• Have undertaken safeguarding training on an annual basis, which must be shared with the Designated Safeguarding Lead.</li><li>• Promote and encourage good behaviour and participation in the club. Inform school staff and the child's parents if a child is not behaving or participating well, giving them a chance to</li></ul>	<ul style="list-style-type: none"><li>• Inform external providers of key information about their child (for instance: Special Educational Needs, medical information)</li><li>• Inform school staff and external providers of their preferred arrangements for collecting their child at the end of the session, and keep staff informed if these arrangements change</li><li>• Promote and encourage good behaviour and participation in the club</li><li>• Inform the school office if their child will not be attending a given session or if they no longer wish to attend the club.</li></ul>
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## 5. Equality of Opportunity

Some clubs are open to all year groups, whereas some are only open to particular year groups. Clubs are advertised to all children in the allocated year groups and all children in those year groups have the opportunity to join the club, regardless of gender, disability, ethnicity, social, cultural or religious background.

To help support pupils choose a club, we provide parents/carers with a list of clubs that are on offer at the beginning of each academic year, with a sentence or two describing the club so that they can discuss their choices at home.

Where barriers to children participating exist, we aim to overcome these by:

- Ensuring a member of school staff is always on site to support should an issue arise
- Offering the vast majority of clubs for free, or at minimum cost
- Subsidising the cost of extra-curricular activities for children who are eligible for Free School Meals

Any parent/carer who feels that cost is a barrier to participation should speak to the headteacher, Mrs Le Poidevin.

### Selection

If there are available places in a club, some children will be able to join two clubs.

If there are not enough children to make the club viable (typically less than 10 children), the club will not run.

Where a club is over-subscribed (i.e. there are more applications than places) one of the following will apply:

- Children are split into groups for a limited number of weeks so that all children may participate, but for a shorter amount of time, typically 4-6 weeks.

OR

- Children will be selected using the following criteria:

- 1) Children who are eligible for the Pupil Premium.
- 2) Children for whom their class teacher feels there would be substantial benefit to them participating in the club.



- 3) Children who do not participate in any other school club.
- 4) Children in an older year group for whom this is their last chance to participate.

If there are still spaces in the club, names will be picked at random. Children who are unsuccessful will be placed on a waiting list.

All children are informed whether or not they have got into their chosen club by a letter sent home or text message.