



FAIRFORD CHURCH OF ENGLAND PRIMARY SCHOOL

Isaiah 49:16 'I have written your name on the palms of my hands'.

Actively learning together in a safe, happy environment shaped by the certainty that each individual is loved and known by God.

Fairford C of E Primary School



Extra-curricular Activities Policy

Reviewed by Resources Committee: Feb 2024

Date of next review: Feb 2026

Vision and Values

Our school vision is: *Isaiah 49:16 "I have written your name on the palms of my hands"*.
Actively learning together in a safe, happy environment shaped by the certainty that each individual is known and loved by God.

At Fairford Primary School we have chosen those values that best reflect our thoughts as a school and community

Perseverance

Friendship

Respect

Forgiveness

Trust

Thankfulness

**FAIRFORD C OF E PRIMARY SCHOOL
EXTRA CURRICULAR ACTIVITIES POLICY**

Definitions

1. Out of School Club: A club run and administered by the school to provide childcare for working parents that runs in the morning from 7:45am – 8.40am and in the afternoon from 3.00pm – 6pm (5:30pm on a Friday). This is *Breakfast Club and After School Tree Tops*. (NB Times may change, especially ahead of school holidays; please see the school website for current timings.)
2. After School Club: A club run at the end of the school day to offer enrichment opportunities. This can be led by staff employed by the school or an external provider. Please note this also includes all pre and after school activities currently offered by the school's teaching staff.
3. For these clubs there is a charge to parents, either directly to the school or an external provider, or as a registration fee to the school each term. Charges for these types of club are broadly in line with the school run Tree Tops.
4. Lunchtime clubs: A variety of lunchtime activities are available at various times of the year to different year groups. No charge is made for these.

Policy Statement

5. The school will encourage after school clubs, either run by staff or approved volunteers/organisations as a way of providing enrichment for the children. The clubs will only be allowed to operate following approval by the Headteacher and subject to rigorous safeguarding procedures.
6. This policy should be read in conjunction with all other school policies. Particular attention should be paid to the school's values, the Positive Relationship and Behaviour Policy, the Equality and Diversity Policy, Charging and Remissions Policy and the Health and Safety Policy.
7. At Fairford Primary School we aim to give pupils opportunities to:
 - 7.1. Be looked after out of school hours in a safe and secure environment
 - 7.2. Participate in a variety of clubs.
 - 7.3. Safely enjoy well organised clubs.
 - 7.4. Be involved in activities that take place in a friendly and sporting atmosphere, some of which are competitive.
 - 7.5. Develop and extend their interests and skills.

Equal Opportunities

8. Clubs are advertised to all children. Where barriers to children participating exist, we will try to overcome these by providing alternative solutions.
9. All club leaders will be advised of children with special needs and health issues who are participating in their club. Special arrangements may need to be made for these children in discussion with the school leadership team.

Charges for Clubs

10. Any parent/carer who would like their child to attend a club but is unable to for financial reasons can approach the Headteacher, who will consider their application sympathetically and may be able to offer support.
11. The cost of clubs is kept to a minimum.
12. As of the date of this policy review, breakfast club is £3.00 per session including breakfast.
13. As of the date of this policy review, Tree Tops is £4.00 per hour – for full details refer to the Tree Tops Terms and Conditions.
14. School run after school clubs are charged in line with Tree Tops charges. This may vary from club to club depending on the type and duration of the activity and the resources required.
15. Outside providers of clubs operate their own charging policies. On allowing the club to use the premises, the school will consider the cost to pupils and its financial accessibility. In some cases a subsidy might be made available at the discretion of the Headteacher.
16. Where outside providers are charging parents, it is expected that the costs to be incurred will be made clear before parents agree to children attending the club and all payments will be made directly to the provider.
17. Bookings and payments for school run clubs are made via the School Portal.
18. Payment for a club is for the whole term. A refund will be made if the provider (school or external) has to cancel a session¹. If a child does not attend a particular session, no refund will be provided.

Guidelines for implementation

19. Clubs are approved by the Headteacher.
20. The School Business Manager will:

¹ If a session is cancelled at short notice, it might not be possible to stop payment. If this is the case a refund will be made retrospectively.

- 20.1. Ensure that an outline of the proposed club is obtained which identifies what is to be covered, who is to run the club, when it is to run and any specific health and safety issues.
- 20.2. For sports clubs, obtain information from the PE teacher on the experience/qualifications of the club leader and assess the competency of the individual to run the club.
- 20.3. Ensure that when the club is in operation, a register is kept as to who is present and with access to emergency contact information.
- 20.4. Advise the club leader of their responsibilities in respect of safeguarding in accordance with the current version of Keeping Children Safe in Education, first aid and general pupil safety.
- 20.5. In accordance with our Safeguarding policy, and the current version of KCSiE, ensure that external providers Meet the current requirements in respect of safeguarding and have provided a letter of assurance in respect of any persons they send to run their club prior to the start of the relevant session. The provider is to be signposted to any relevant school policies e.g. safeguarding.
- 20.6. Ensure use of any equipment is in line with safe practice and that defects in accommodation or with equipment is reported to the School Business Manager, PE teacher or other designated person.
- 20.7. For those clubs run by outside providers the school will ask to see their documentation and notify such providers of the reporting protocol expected of everyone in respect of safeguarding the pupils who attend their club.

Arrangements/risk assessments

21. The generic school risk assessment on after school clubs is that they are generally low risk, but the following guidance should be followed:
 - 21.1. A minimum level of adequate supervision must be identified for each activity.
 - 21.2. Cancellation arrangements must be established for each club. Where children are still present arrangements must be in place to ensure they are supervised until collected.
 - 21.3. Each club will take a register to ensure that they know who is in attendance. It is the club leader's responsibility to inform the school office if a child who was due to attend the club is absent.
 - 21.4. In case of a fire alarm the club leader will take charge of the group. The assembly point for persons on site is clearly signposted, and the club leader will make certain that all pupils are accounted for, and report to the designated person in charge (senior school staff member on site). If a member of staff is not on site, the designated person in charge is to phone via the school contact number provided to them.

- 21.5. In case of an accident, the priority will be to obtain first aid.
- 21.6. In the case of school run clubs, other than Tree Tops or Breakfast Club, school staff will have the appropriate training and or qualifications to carry out the activity. In the case of an external club provider, it is up to them to ensure that their team is fully competent and trained to carry out the activities of their specific club.
- 21.7. No child should be taken off-site unless the usual off-site procedures have been followed.
- 21.8. If a member of staff intends to use adult volunteers to help run a club, they should consult the Headteacher and a risk assessment carried out as to what level of scrutiny is required and that they are made aware of the safeguarding measures in place in school.

Arrangements for the delivery/collection of pupils

22. All clubs will have a register to ensure that all children are accounted for.
23. All children attending such clubs will be kept in school and will remain the responsibility of the club leader until the assigned parent/carer collects them when the club finishes.

Number of spaces:

24. There will be a maximum number of places on offer and the school reserves the right to withdraw the privilege of attending a club should there be a breach of the procedural or safety guidelines.

Parents responsibilities:

25. Parents'/carers' payment for the club will be taken as consent will be asked to sign a form giving permission for their child to attend that club. In order for the child to attend the parent must register the child online.
26. All clubs will 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.
27. Any pupil who persistently misbehaves or disrupts a club will be removed from the register and parents/carers will be informed. The school's Positive Relationship and Behaviour policy will apply to behaviour in Breakfast Club, Tree Tops and clubs provided by the school. External providers follow their own policy/guidelines.
28. If a child wishes to withdraw from a club or activity, they must ask their parents/carers to contact the school so that we are aware that they are withdrawing with parental permission. See item 18 regarding non –refund of fees.
29. It is the parent's responsibility to inform the school or club organisers if their child is sick, not attending the club or if there is a change to the normal adult collecting the child.

30. Parents should avoid excess credit being built up for payment for extra curricular activities. If a child completes Year 6 with credit still on the account a refund will not be made.

Cancellation of a club:

31. Where possible, should a club need to be cancelled parents/carers will be given 24 hours' notice of cancellation.

32. If 24 hours notice of cancellation of a club is not possible, parents/carers will be contacted by text/telephone. If they cannot be contacted by telephone, children will be properly supervised at school until the usual ending time for the club.

Status of this policy:

33. This is not a statutory policy.

34. This policy will be reviewed every 2 years by the Resources Committee and will be checked by the School Business Manager and Head Teacher for accuracy. Full Governing Body approval is not required.

35. This policy will be made available on the school website.