

Newington Community Primary School



AFTER SCHOOL, EXTRA-CURRICULAR ACTIVITIES POLICY 2023-2024

Amended:	Term 6 2023
Updated by:	Becky Andrews
Approved by the Governing Body:	
Signed:	(Chair of Governors)
Review:	Term 6 2024

Rationale

At the heart of our ambition for Newington Community Primary School, is our commitment to providing the very best for all children to enjoy and achieve. This includes having the widest possible range of opportunities both within and beyond the curriculum. We offer extra-curricular opportunities through various types of provision delivered by school staff, all with a view to increasing the range of experiences that children have, enabling them to make informed choices for adult life.

Activities are designed to be fun and cater for a wide variety of interests. We want to offer the scope for each and every child to find a passion, develop a talent, spark an interest or simply find pleasure in doing an activity with others. After-school clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs.

The purpose of this document, is to ensure a consistently high standard of presentation across the whole school, which all children and staff recognise, understand and follow. The document outlines the expectations, and demonstrate progression throughout school.

Key Principles

- Enable children to sample and enjoy a range of activities and pursuits that will help them choose leisure activities for adult life
- Enable children to experience activities that they may not otherwise encounter, and acquire and develop new and existing skills
- Help build confidence, well-being and creativity
- Encourage children to develop friendships between age groups and work together co-operatively

Delivery of clubs

Clubs are delivered by members of staff, who have a passion for, and expertise in, specific subjects. They are very generously giving their time, after school or during their lunch hour.

Other clubs are delivered by volunteers from our local community (also generously free of charge), and some may be provided by expert and specialist third parties.

Clubs offered

We offer a varied and challenging programme of clubs and extra-curricular activities for children across the school, including: Musical Theatre, Choir, Basketball, jewellery making, Musical drama, just to name a few.

Any new clubs are announced during school assemblies- letters are sent out to parents. Not all clubs run each term. A termly schedule of clubs, currently operating, can be found on the school website. Towards the end of each term, the forthcoming term's club schedule will also be published on the school website. In addition, termly schedules are sent out via Seesaw.

General procedures

Our Club Supervisor, is responsible for managing the After-school Club service and works closely with our Office Team, Deputy Headteacher, curriculum leads and dedicated Teaching Assistants. This allows us to run an efficient, sustainable, relevant, fun and high quality After-school Club provision.

Organisation of Clubs

- After-school activities usually run from 3.20pm to 4.15pm
- Some of our clubs will run for one term; some will run for two terms
- When new clubs are introduced, they will be offered at the end of a term, in order to give parents time to register their children

Booking and paying for club spaces

- During the final two weeks of term, the booking for the next programme of clubs will become available through our 'Parent Booking' tab on our website:
<https://ncps.schoolcloud.co.uk/>
- We will advertise when the online booking form is open in a letter to parents. Clubs will also be advertised on the school's newsletter and on Seesaw
- **There is no charge for any of the clubs we provide**
- Each club will have an allocated number of spaces, and will be offered on a first come, first serve basis.
- When parents book online, they will automatically receive an email confirming their child's place at the club
- Some clubs will have spaces allocated for 'Invited Children'- separate letters will be sent home to parents. Club leaders are responsible for liaising with the Club Supervisor when 'inviting' children
- The deadline for registering children will be outlined in a letter to parents
- Should spaces become available during the course of a term, these will be advertised via text and via Seesaw- booking will be made available through our 'Parent Booking' tab on our website

Registration

- All teachers will be provided with club lists for the term, which will outline the clubs that their children will be attending, each day of the week
- Teachers will remind their children of their attendance at clubs. Teachers will contact parents via Seesaw to confirm attendance, if their child reports that they will not be in attendance
- Club leaders will collect their children from their classes from 3:10pm and will take them to their allocated club room. Club leaders will be informed of any absence by the class teacher
- A register is taken by the club leader in charge of a club at the start of each session
- The Club Supervisor will collect registers from all clubs, at the start of each session
- If a child is absent, but the club leader has not been reliably informed, the Club Supervisor will ask the school office to attempt to contact a parent by phone

Absence

Parents are requested to inform the class teacher either via drop off or via Seesaw, if their child is unable to attend a session

Attendance

It is expected that a child will commit to full membership of a chosen club (one or two terms) If your child wishes to leave the club before its end, parents are requested to inform the Club Supervisor at: clubs@newington-ramsgate.kent.sch.uk

If your child is absent for two sessions, parents will be contacted to discuss the situation. Continued absence, will result in a parent being informed that their child is unable to attend a club.

Cancellation

A club should only be cancelled after discussion with the Deputy Headteacher or Club Supervisor. Clubs will only be cancelled as a last resort if no staff member is able to cover the absence of a club leader.

On very rare occasions where it is necessary to cancel a club:

- Parents will be notified, in advance, of any session that needs to be cancelled
- If a session needs to be cancelled on the day itself for example due to the unexpected illness of the club leader, the school will provide free Wraparound cover until the time that the club was due to finish
- The school office will notify parents via text. Parents must ensure the school is provided with an up-to-date telephone number
- Should a session be cancelled at the last-minute, for example due to adverse weather conditions, the club leader will supervise the children until all children have been collected, or follow the arrangements agreed with parents if different

Supervision and Safety

The club leader 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 Leader is responsible for the supervision of siblings during the club session
- A First-Aider will always be on school premises for the duration of club sessions
- A Designated Safeguard Lead will always be on school premises for the duration of club sessions
- In case of fire, the children will be led on to the school field where the Club Leader will check the club register

Collection of Children from Clubs

- Activities are planned for the full duration of a club; sessions will often end with some 'tidy-up' time, therefore parents are asked not to collect their child early unless by pre-arrangement or in exceptional circumstances
- Parents should ensure they collect their children promptly at the end of an after-school club from the 'Top Tarmac' area
- Children who are not collected on time will be taken to the school office
- If children are routinely collected late from a club, parents will be contacted to discuss the situation. Continued late pick-up may result in a parent being informed that their child is unable to attend a club
- Children attending Wraparound will be escorted by the Club Leader and handed-over to a member of staff

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated.

Health and Safety Considerations

Prior to starting a club, all club Leaders are given an Induction Pack, which includes policies relating to afterschool clubs, health and safety, first aid procedures in school, and safeguarding. This is explained and talked through by the Deputy Headteacher and Club Supervisor.

All club leaders are asked to ensure that every term, there is a reminder about:

- Procedures in case of a fire
- Rules for moving round the school building — particularly arrangements for going to the toilet
- Expectations of behaviour

Roles and responsibilities:

Deputy Headteacher: overall responsibility for the supervision, health and safety of after school clubs.

Contact: b.andrews@newington-ramsgate.kent.sch.uk

Club Supervisor: responsibility for overall organisation and day-to day management of after school clubs including attendance.

Contact: clubs@newington-ramsgate.kentsch.uk

Club Leaders: responsibility for the provision, safety and supervision of children.

All Club Leaders are responsible for:

- Ensuring that their club finishes promptly at the specified time
- The Club Leader has a duty of care as at the end of the school day and as such, will inform the Club Supervisor of any child who is regularly collected late- this could result in a child being prevented from remaining in, or joining a club

The Club Supervisor is responsible for ensuring:

- All Club Leaders are given a full induction, including a walkthrough of the clubs, policy and Risk Assessments. Risk Assessments are signed by Club Leaders and Club Supervisor, ahead of the club taking place
- Club Leaders are clear about the expectations of the school regarding their role
- A minimum level of adequate supervision is agreed and followed for each activity
- Procedures (Safeguarding and Health & Safety) and expectations (Behaviour) are followed
- Risk assessments are in place for each club
- There is always a DSL and a trained First Aider on the premises whilst clubs are taking place

Inclusion

Our clubs are fully inclusive and all children are encouraged to participate in extra-curricular activities. If a child has special or medical needs information will be shared with the Club Leader and any necessary arrangements agreed.

Complaints

If parents are concerned about any aspect of an after-school club, they should talk to the Club Supervisor in the first instance.