



# Leamington Community Primary School

*Together we make a Difference*

## Extra-Curricular Activities Policy



Completed by: Mrs. N Bland  
Date Issued: 3<sup>rd</sup> February 2021  
Approved by Governors: 1<sup>st</sup> March 2021  
Review Date: 3<sup>rd</sup> February 2022



# **Leamington Community Primary School: Extra-Curricular Activities Policy**

## **Introduction:**

Extra-curricular activities/clubs promote enhanced development of a child's education. Staff, who choose to run a club, and outside agencies, must ensure that they follow the set procedures in this policy to offer the best learning experience outside of school hours. Children have a core entitlement in terms of the PE curriculum. However, there are sports and physical activities that are not within the scope of the normal school day that are beneficial to the children. We aim to offer these extra opportunities through provision delivered by school staff and external providers. We also aim to deliver extra-curricular activities that enhance a wide range of curriculum areas in a similar manner to sports, i.e. art, craft, cookery, dance and drama.

We are an equal opportunities school; therefore, we will promote participation in extra-curricular activities for all children. No child will be excluded due to their individual needs, ethnicity, gender or other circumstances. For further information, please see our Equal Opportunities Policy on our school website or at the school office upon request.

## **Safeguarding:**

Extra-curricular clubs must follow the usual safeguarding procedures used in school hours that are in place at Leamington Community Primary School. Please see our Child Protection and Safeguarding policy on our school website for further information. For external providers, we also have a Visitors' Safeguarding Policy which is available on our school website or at the school office.

Any external providers will be subject to school's safeguarding checks on arrival and must provide a copy of their public liability insurance and their employer liability insurance.

## **Aims:**

By providing and encouraging participation in extra-curricular activities, we intend to:

- Give children opportunities to take part in activities that are beyond Key Stage requirements;
- Present children with an opportunity to take part in activities they may not otherwise have a chance to participate in;
- Promote enjoyment of recreation/sport/hobbies;
- Give children a chance to join a team/group and interact with others from different peer groups;
- Give children a chance to develop their social and communication skills;
- Increase the self-esteem, pride and confidence of the children;
- Raise morale and atmosphere of the school and local community;
- Give the children opportunity to take part in events off-site and with other schools.

## **Charging:**

The majority of extra-curricular activities held in school will be free of charge. However, extra-curricular activities hosted by an external provider may incur a fee. This will be outlined in the letter sent to parents/carers prior to the sessions. Details of how to pay will also be included.

If an extra-curricular club arranges an educational visit to enhance their provision, we may ask for a voluntary contribution towards this visit. However, in accordance with our Charging and Remissions policy, children will not be excluded from this if a contribution is not received. Please see our Charging and Remissions Policy for further information. This can be found on our school website or at the school office upon request.

### **Extra-Curricular Club Procedures:**

- Extra-curricular clubs usually run from 3.00pm to 4.00pm but times may vary depending on the provider and content of the club.
- A letter will be provided to parents/carers, prior to the start of the club, detailing the content and organisation of the extra-curricular club along with a permission slip to collect consent.
- Permission slips must be completed prior to any child attending a club (can be signed electronically via the school app). This should also include an emergency contact number and any relevant medical issues/ medication. Parents/carers should update any medical information, if necessary, throughout the duration of the club.
- A record of permission slips should be kept by the adult leading the extra-curricular club. Permission slips should then be sent, as a complete set, to the school office.
- Any messages related to children's absences from the extra-curricular club must be left with the school office and passed on to the adult leading the club.
- A register will be kept by the adult leading the extra-curricular club and should be taken at each session. Where a child (who has been present in school that day) is absent from the club without an explanation, a phone call home is required so that the whereabouts of the child and their safety is established
- If the extra-curricular club is held on-site; children will normally be collected from the main entrance and must wait with the adult responsible for the club until dismissed safely. If the children are in Years 5-6, they may walk home alone, if permission is given prior to the session from parents/carers (on the permission slip for the club).
- For extra-curricular clubs held off-site; transport and drop off/pick up arrangements will be detailed in the letter given prior to the session.
- In the event of a session being cancelled the provider should inform the school as soon as possible. The school will then inform parents/carers via ParentMail, ClassDojo or telephone. Children attending a club, which is cancelled on the day, should be kept in school by the class teacher or club leader until collected by a parent/carer.

### **Health and Safety:**

- For extra-curricular clubs held off-site, a risk assessment must be completed one-week prior to the start of the club and submitted on EVOLVE by the adult responsible for organising the activity. Please see our Educational Visits policy for further information and guidance on hosting off-site activities.
- The adult responsible for the extra-curricular club should ensure adequate first aid cover is available for all sessions and that any injuries/illness during the session are reported to parents/carers at the end of the session and recorded on CPOMs.

- The adult responsible for the extra-curricular club must check that all children have any necessary medication before beginning the club e.g. an inhaler.
- If a child is feeling unwell, then a phone call to their parents/carers will be made for the child to be collected ASAP.
- Children attending the extra-curricular activity should be reminded about the usual health and safety rules within school, i.e. fire procedures, moving around the school building, toilet arrangements etc.

**Behaviour:**

Behaviour expectations for extra-curricular clubs are the same as our expectations during school hours. Our behaviour procedures, as outlined in our Positive Behaviour Policy, will be in place for all extra-curricular activities.

Any behaviour issues during extra-curricular clubs will be reported to parents/carers after the session and will be recorded on CPOMs, as per school policy.

Please note; if a child's continued inappropriate behaviour proves to put themselves or others at risk, they may be asked to stop attending the extra-curricular club due to the risk they present. This would be a last resort and the school would liaise with parents/carers regarding such incidents.

Our Positive Behaviour Policy is available on our website and at the school office upon request.