



Extra Curricular Activities Policy

Godinton Primary School

March 2017

Approved by the Governing Body Strategy Group 08/03/17

This Policy is due for renewal in Term 4 2019

Godinton Primary School encourages our children to participate in a wide range of extra-curricular activities. We believe that these experiences enrich our children's education and give them the opportunity to develop new skills. The majority of extra-curricular activities that we offer are organised and run by school staff, however a small number of activities are run by external providers.

1. Club Timetable

A club timetable is produced three times a year. It provides a menu of extra curricular opportunities for children in different year groups and assists parents in planning the activities that their children are able to participate in. The timetable is also available on the school website. The school monitors the timetable and aims to arrange a variety of activities for each year group.

2. Organisation

School staff volunteer to run extra-curricular activities. We encourage all teaching staff to offer at least one extra-curricular activity during the course of the school year. Support staff are not paid for organising or running activities. All clubs have a designated organiser, who will arrange the activities for each session.

Some clubs run after school up to 5.15 p.m and some run before school from 8.00 a.m.

Sometimes extra-curricular activities are arranged for specific groups of children who will be invited to join, such as Challenge Club for Gifted and Talented Pupils.

2 members of staff will be on site for all extra-curricular activities.

3. Participation

Children wishing to participate in a club must return a permission slip signed by their parents.

Some clubs will have a limited number of spaces available. If the number of children exceeds the limit, a waiting list will be set up. If demand is especially high, membership may be rotated on a termly basis. When interest exceeds the number of places available, members will be selected at random by pulling names from the hat. Minimum numbers will apply for clubs to continue to operate.

Godinton Primary School is committed to ensuring equal opportunities for all children, and no child will be restricted from participating on any grounds other than availability of places.

Clubs run by school staff are free. Voluntary contributions may be asked for to purchase consumable resources such as cooking ingredients. The school may consider using pupil premium funding to assist but this is at the Headteacher's discretion.

4. Responsibilities

4.1 The School's responsibilities are to ensure that:

- Clubs operate within the school's risk assessment for extra curricular activities;
- There are at least two members of staff present on the school site, during all club activities;
- Any external providers have completed any necessary DBS checks and have due regard for safeguarding procedures as outlined in the school's safeguarding policy;
- Public Liability Insurance is in place to cover the approved activities that are organised;
- A first aider is on site for the duration of the club;
- Inform parents if a club is cancelled. This is either by letter if advance notice is possible, by message on the school answering machine if a club is cancelled due to bad weather, or by text message if a club is cancelled on the day due to unforeseen circumstances.
- They will ring parents if a child does turn up at an after school club.

4.2 The Club Organiser's responsibilities are to ensure that:

- Children are appropriately supervised throughout the period of their attendance at the club;
- The health and safety of children attending the club is prioritised;
- A register is taken at the start of every session;
- Permission slips are obtained when clubs run before or after school. These slips must state whether parents will collect their child from the school site at the end of the session or whether their child will leave the school site unaccompanied.

4.3 Parent's responsibilities are to ensure that:

- Permission slips are completed and returned;
- Children are collected promptly at the end of a session;
- Children are suitably attired for the activity (e.g. supply correct PE kit for sports clubs)
- The school is notified if their child is unable to attend a club on a particular week.
- Provide the school with up to date contact details.

4.4 Children's responsibilities are to ensure that:

- They behave in the same way that would be expected of them during normal school hours;
- They commit to regular attendance at the club;
- Arrive punctually for each session;
- Inform the club leader if they no longer wish to attend in writing.

5. Equal Opportunities and Racial Equality (Refer also to these specific policies)

All school policies have an explicit aim of promoting race equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

6. Children in Care (Formerly Looked After Children)

We encourage all pupils to participate in extra-curricular activities, and will support any Children in Care with participation in school clubs.