

WIMBLEDON CHASE PRIMARY SCHOOL

Clubs Policy



Transforming lives through education, aspiration and inspiration

October 2020

WIMBLEDON CHASE PRIMARY SCHOOL

RATIONALE

At the heart of our ambition for Wimbledon Chase 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, external providers and independent clubs – 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. School clubs are a fantastic way of achieving this and we are excited to offer a wide range of clubs.

AIMS AND OBJECTIVES

Participation in clubs:

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

WHO DELIVERS OUR CLUBS?

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

Other clubs are delivered 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. A termly Clubs List is produced and sent out via Parentmail. This is also published on the school website. Clubs delivered by expert and specialist third parties also send out separate information in addition to the main Clubs List.

All external providers will be have an open source research carried out on them by the school to ensure that they are appropriate to the needs and ethos of the school and that they comply with our Prevent Strategy.

Any new clubs are announced during whole school assembly, detailed in the school newsletter and are on the school website.

Not all clubs run each term - the operating dates of clubs are included within the timetable on the Clubs List and on the school website.

GENERAL PROCEDURES

A member of the Senior Leadership Team is responsible for managing the Clubs provision and works closely with our Business Manager, Head teacher, Curriculum Leaders; dedicated teaching staff and our carefully selected third party club providers. This allows us to run an efficient, sustainable, relevant, fun and high quality School Clubs service.

Organisation of Clubs

- After-school activities usually run from 3.30 to 4.30 although there are some exceptions and this is detailed on the Clubs List and school website.
- A new programme of clubs is offered in the Autumn, Spring and Summer Terms of each school year.
- Clubs delivered by expert and specialist third parties will send information to parents about dates and times.

Start Dates

- All clubs start during the third full week of the Autumn Term and the second full week of the Spring and Summer Terms; and during the first week back after half-term breaks.
- Clubs do not run during the final week of terms.

Allocation of Clubs

All places are offered on a term by term basis. If a chosen club runs 'year round', children will need to request a place each term.

Registration

A register is taken by the staff member in charge of a club at the start of each session. If a child is absent but the club organiser has not been reliably informed, the club organiser will go to the School Office with the register and staff will attempt to contact a parent by phone.

Absences

In the case of 'paid' clubs parents are requested to inform the club leader in advance if their child is unable to attend one of the sessions. This can be done either by sending a note via the child to the teacher running the club, or in the case of clubs run by outside professionals, by phoning the School Office who will then pass on the message.

Cancellation of School Clubs

A club should only be cancelled after discussion with a member of the Senior leadership Team. 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 notify parents and the children will follow the arrangements agreed with parents. Parents/Carers 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 organiser 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 the club session.
- In case of fire, the children will be led to the designated fire assembly point.

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/Carers should ensure they collect their children promptly at the end of an after-school club from the assigned entrance.
- Children who are not collected on time will be taken to the school office and supervised by the Club Leader until collected.
- 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.

Charges for Clubs

- The cost of clubs is kept to a minimum to ensure access for all children.
- Clubs run by school staff are free of charge unless otherwise specified on the Clubs List. The only exception to this would be to cover the cost of any consumable items.
- The school can help with the cost of a club for children for whom Pupil Premium funding is received. Parents should speak to the Parent Support Advisor.
- Any parent who would like their child to attend a club but is unable to meet the financial cost can approach our Parent Support Advisor who will consider their request sympathetically and may be able to offer support.
- Outside providers of clubs operate their own charging policies. On allowing a club to use the premises, the school will consider the cost to pupils and its financial accessibility.
- Where outside providers are charging parents, the costs to be incurred will be made clear before parents agree to children attending the club.

- External providers will replace any school equipment that is damaged or needs to be replaced through wear and tear by the club.

Payment

- **Externally run clubs:** Where a charge is made for a club run by a private organisation, payments should be paid directly to the organisation running the club; charges and all payment details are given within the termly club offer.
- **School run clubs:** Any charges made for school run clubs should be paid termly, prior to the commencement of the club, by Parent Pay, or by cash or cheque to the School Office.

Behaviour

We expect all children to behave in an appropriate manner and any unacceptable behaviour will not be tolerated. All providers are made aware of our behaviour expectations; if they deem any behaviour to be unacceptable this will be reported to a member of the Senior Leadership Team.

Health and Safety Considerations

Prior to starting a club all external Club Leaders are given an Induction Pack which includes policies relating to after-school clubs, health and safety, first aid procedures in school, and child protection. This is explained and talked through by the Senior Leadership Team.

All club leaders are asked to ensure that every half-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

All clubs leaders should ensure that:

- They have all medical details and contact numbers for children attending the club
- They are familiar with the school's Policies for Safeguarding, and Health and Safety.
- They have up-to-date permission slips from parents, including any medical or other special needs, and agreed arrangements for travelling home.
- They have completed, and submitted to the Senior Leadership Team the appropriate risk assessment for their club.
- A full register of all children attending a club is maintained for each session (Club Leaders to pass their Register back to the Business Manager after each session.).
- Appropriate clothing is worn for all clubs plus any other kit that is required.
- All resources and any necessary preparations have been organised ready for the club to start promptly at the specified time.
- Parents are informed of any change in arrangements.

- Their club finishes promptly at the specified time. The Club Leader has the same duty of care as at the end of the school day; s/he should inform the Senior Leadership Team of any child who is regularly collected late. This could result in a child being prevented from remaining in, or joining a club.

School leadership should ensure that:

- Enhanced DBS Checks are completed on all Club Leaders and details are recorded on the school's Single Central Register.
- External providers for coaching sports activities provide copies of their qualifications.
- 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 member of school staff and a trained First Aider on the premises whilst clubs are taking place.

(A Checklist is provided for Externally run clubs- see attached at the end of Clubs policy)

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 with the Club providers and parents.

Complaints

If parents are concerned about any aspect of a School club, they should talk to a member of the Senior Leadership Team in the first instance.

Covid-19

Due to Covid -19, to ensure the safety of pupils and staff there is a limitation to the number of clubs being offered. Clubs are mainly outdoors where possible and sports based. The school is following guidance from Sports England, Sport specific affiliations and MSSP to assist with the running of clubs. Risk assessments for club reflect the current climate. The provision of clubs will be reviewed each half term.

School Development Area Leader: Mrs Caroline Burnett

Linked Governor:

Signed:

Signed:

Date agreed: October 2020

Review date: September 2022

Checklist for School Clubs
Wimbledon Chase Primary School

Action	Completed
Risk Assessment completed	
DBS confirmed and logged with the school office	
Club Leader aware of school DSL Team	
Insurance details provided where appropriate	
Medicines and medical needs of children identified and recorded	
Clubs Policy received	
End of Club arrangements collection organised	
Clear of arrangements for children moving around the school e.g. going to the toilet	
Aware of Fire Drill arrangements and meeting points	
First Aid Kit available (Please note that Outside Providers are expected to provide their own)	
Club register carried out each week	

Signed: _____ Date: _____